

OBPP STAFF LIST

Office of Budget and Program Planning Staff

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Curt Nichols, Assistant Budget Director
Jane Hamman, Assistant Budget Director
Helen Kittel, Administrative Officer

<u>Code</u>	<u>Agency</u>	<u>Executive Budget Analyst</u>	<u>Back-Up Staff</u>
Section A – General Government & Transportation			
1104	Legislative Branch	Amy Sassano	Mary Beth Linder
1112	Consumer Counsel	Amy Sassano	Mary Beth Linder
2110	Judiciary	Amy Sassano	Mary LaFond
2115	Chiropractic Legal Panel	Amy Sassano	Mary LaFond
3101	Governor's Office	Amy Sassano	Mary Beth Linder
3201	Secretary of State	Amy Sassano	Mary Beth Linder
3202	Comm. of Political Practices	Amy Sassano	Mary Beth Linder
3401	State Auditor	Mary Beth Linder	Amy Sassano
5401	Dept. of Transportation	Amy Sassano	Mary Beth Linder
5801	Dept. of Revenue	Mary Beth Linder	Amy Sassano
6101	Dept. of Administration	Mary Beth Linder	Amy Sassano
6102	Appellate Defender	Amy Sassano	Mary Beth Linder
6103	State Fund	Mary Beth Linder	Amy Sassano
6104	PERS (non-budgeted)	Amy Sassano	Mary Beth Linder
6105	TRS (non-budgeted)	Amy Sassano	Mary Beth Linder
Section B – Public Health and Human Services			
6901	Dept. of PHHS	Bob Andersen and Connie Welsh	
Section C – Natural Resources & Commerce			
5201	Dept. of Fish, Wildlife & Parks	Beckie Graham	Jane Hamman
5301	Dept. of Environmental Quality	Doug Schmitz	Beckie Graham
5603	Dept. of Livestock	Doug Schmitz	Beckie Graham
5706	Dept. of Nat. Resources & Cons.	Doug Schmitz	Amy Sassano
6201	Dept. of Agriculture	Doug Schmitz	Amy Sassano
6501	Dept. of Commerce	Doug Schmitz	Amy Sassano
Section D – Public Safety & Justice			
4107	Crime Control Division	Mary LaFond	Doug Booker
4110	Dept. of Justice	Mary LaFond	Doug Booker
4201	Public Service Regulation	Mary LaFond	Doug Schmitz
6401	Dept. of Corrections	Mary LaFond	Doug Booker
6602	Dept. of Labor & Industry	Mary Beth Linder	Doug Schmitz
6701	Dept. of Military Affairs	Doug Booker	Doug Schmitz
Section E – Education			
3501	OPI	Amy Carlson	Curt Nichols
3511-5	Colleges of Technology	Mark Bruno	Curt Nichols
5101	Board of Public Education	Beckie Graham	Amy Carlson
5102	Commissioner of Higher Education	Mark Bruno	Curt Nichols
5103-8	MUS Six Units	Mark Bruno	Curt Nichols
	Community Colleges & Research	Amy Carlson	Curt Nichols
5109	MAES	Amy Carlson	Curt Nichols
5110	MCES	Amy Carlson	Curt Nichols
5111	Forestry Experiment Station	Amy Carlson	Curt Nichols
5112	Bureau of Mines	Amy Carlson	Curt Nichols
5113	School for the Deaf & Blind	Beckie Graham	Amy Carlson
5114	Montana Arts Council	Beckie Graham	Amy Carlson
5115	State Library	Beckie Graham	Amy Carlson
5117	Montana Historical Society	Beckie Graham	Amy Carlson
5119	Fire Services Training School	Amy Carlson	Curt Nichols
Section F – Long Range Building		Doug Booker	Jane Hamman

State of Montana Vision and Goals

THE VISION:

WE MONTANANS WANT OUR STATE TO BE ECONOMICALLY VIBRANT, ENVIRONMENTALLY CLEAN AND SOCIALLY SECURE, WITH ROOM TO LIVE OUR INDIVIDUAL DREAMS IN THE 21ST CENTURY.

THE GOALS:

1. To protect and enhance the health, well-being and productivity of all Montanans.
2. To preserve the environment and ensure wise, productive use of our natural resources.
3. To build a solid foundation for educational opportunities and social and economic prosperity.
4. To ensure the safety of our communities.

2003 Biennium Executive Budget Bills

<u>HB No.</u>	<u>Brief Title of Legislation</u>
1	Feed Bill
2	General Appropriations Act
3	Supplemental Appropriations for current biennium
4	Budget Amendments
5	Long-Range Building Program appropriations
6	Renewable Resource Grants Program
7	Reclamation and Development Grants Program
8	Renewable Resource bonds and loans
9	Cultural and Aesthetic Grants Program
10	Oil Overcharge appropriations
11	Treasure State Endowment Program
12	GO bonds for State Building Energy Conservation Program
13	Pay plan bill
14	Long-Range Building Program GO bonds
15	Information Technology GO bonds
16	Coal tax trust fund loan for heritage tourism
17	Emergency supplemental appropriations for fires

EXECUTIVE BRANCH ORGANIZATION

AGENCY BUDGET SUMMARY HB 2 ALL FUNDS

Table R-1 AGENCY BUDGET SUMMARY HB 2 ALL FUNDS				
	Actual FY00	Budget FY01	Request FY02	Request FY03
1104 LEGISLATIVE BRANCH				
LEGISLATIVE SERVICES				
General Fund	3,650,692	3,855,665	4,430,640	5,242,420
State Special Revenue	997,797	448,063	917,853	439,738
LEGIS. COMMITTEES & ACTIVITIES				
General Fund	316,959	259,481	933,501	0
State Special Revenue	0	0	77,285	0
FISCAL ANALYSIS & REVIEW				
General Fund	1,032,018	1,079,660	1,107,456	1,152,486
AUDIT & EXAMINATION				
General Fund	1,730,069	1,803,451	1,881,243	1,894,953
State Special Revenue	1,118,180	1,275,698	1,436,452	1,372,966
Agency Totals	8,845,715	8,722,018	10,784,430	10,102,563
1112 CONSUMER COUNSEL				
ADMINISTRATION PROGRAM				
State Special Revenue	867,516	1,098,793	1,106,076	1,108,133
Agency Totals	867,516	1,098,793	1,106,076	1,108,133
2110 JUDICIARY				
SUPREME COURT OPERATIONS				
General Fund	2,675,451	2,781,800	3,509,846	3,467,138
State Special Revenue	862,894	1,004,526	1,000,000	1,000,000
Federal Special Revenue	75,000	74,999	413,725	413,725
BOARDS AND COMMISSIONS				
General Fund	200,676	255,832	328,253	327,305
LAW LIBRARY				
General Fund	693,643	662,367	796,477	791,985
DISTRICT COURT OPERATIONS				
General Fund	4,359,540	4,516,993	4,862,787	4,886,134
WATER COURTS SUPERVISION				
State Special Revenue	625,320	649,468	669,691	678,959
CLERK OF COURT				
General Fund	274,746	277,402	381,971	375,851
Agency Totals	9,767,270	10,223,387	11,962,750	11,941,097
2115 CHIROPRACTIC LEGAL PANEL				
LEGAL PANEL OPERATIONS				
State Special Revenue	10,539	17,193	15,000	15,000
Agency Totals	10,539	17,193	15,000	15,000

AGENCY BUDGET SUMMARY HB 2 ALL FUNDS

Table R-1 AGENCY BUDGET SUMMARY HB 2 ALL FUNDS				
	Actual FY00	Budget FY01	Request FY02	Request FY03
3101 GOVERNOR'S OFFICE				
EXECUTIVE OFFICE PROGRAM				
General Fund	1,124,481	1,192,243	1,235,160	1,213,644
State Special Revenue	207,390	245,932	288,715	289,419
MANSION MAINTENANCE PROGRAM				
General Fund	79,921	74,683	79,548	79,703
AIR TRANSPORTATION PROGRAM				
General Fund	170,710	147,584	176,001	177,300
State Special Revenue	15,998	16,096	16,000	16,000
OFFICE OF BDGET & PGM PLANNING				
General Fund	1,051,174	1,045,755	1,133,442	1,099,074
State Special Revenue	0	0	0	0
INDIAN AFFAIRS				
General Fund	105,116	117,760	113,367	113,750
State Special Revenue	0	0	150,000	0
Federal Special Revenue	0	0	2,000,000	0
LT. GOVERNOR				
General Fund	208,761	207,764	226,503	228,092
CITIZENS ADVOCATE OFFICE				
General Fund	65,649	64,880	66,192	66,403
Federal Special Revenue	14,192	15,279	15,000	15,000
MENTAL DIS BD VISITORS				
General Fund	218,740	232,626	264,183	261,083
State Special Revenue	7,358	9,724	0	0
Federal Special Revenue	29,464	27,796	30,000	30,500
Agency Totals	3,298,954	3,398,122	5,794,111	3,589,968
3202 COMMISSIONER OF POLITICAL PRACTICES				
ADMINISTRATION				
General Fund	317,129	367,961	352,660	349,043
Agency Totals	317,129	367,961	352,660	349,043
3401 STATE AUDITOR'S OFFICE				
CENTRAL MANAGEMENT				
General Fund	152,416	0	0	0
State Special Revenue	271,076	466,000	535,891	529,567
INSURANCE				
General Fund	512,384	2,000,000	0	0
State Special Revenue	1,799,803	2,677,639	2,556,001	2,496,146
SECURITIES				
General Fund	341,795	427,878	356,945	355,658
State Special Revenue	135,497	139,587	203,106	201,333
Agency Totals	3,212,971	5,711,104	3,651,943	3,582,704

AGENCY BUDGET SUMMARY HB 2 ALL FUNDS

Table R-1 AGENCY BUDGET SUMMARY HB 2 ALL FUNDS				
	Actual FY00	Budget FY01	Request FY02	Request FY03
3501 OFFICE OF PUBLIC INSTRUCTION				
OPI ADMINISTRATION				
General Fund	4,330,299	4,395,494	6,040,862	6,084,299
State Special Revenue	242,216	266,000	183,911	183,911
Federal Special Revenue	5,148,443	7,852,974	7,604,030	7,626,753
Proprietary Funds	0	0	152,083	152,114
DISTRIBUTION TO PUBLIC SCHOOLS				
General Fund	476,555,227	491,769,841	486,835,440	496,812,595
State Special Revenue	1,000,000	1,000,006	750,000	750,000
Federal Special Revenue	73,808,525	73,917,376	87,765,281	90,160,732
Agency Totals	561,084,710	579,201,691	589,331,607	601,770,404
4107 CRIME CONTROL DIVISION				
JUSTICE SYSTEM SUPPORT SERVICE				
General Fund	2,511,110	2,553,913	2,600,546	2,611,929
Federal Special Revenue	8,244,466	12,645,156	10,349,657	10,346,389
Agency Totals	10,755,576	15,199,069	12,950,203	12,958,318
4110 DEPARTMENT OF JUSTICE				
LEGAL SERVICES DIVISION				
General Fund	2,407,043	2,713,883	2,855,836	2,873,992
State Special Revenue	279,238	287,284	286,403	287,757
Federal Special Revenue	63,395	205,020	152,228	152,691
GAMBLING CONTROL DIVISION				
General Fund	901,388	536,079	960,122	965,960
State Special Revenue	2,005,940	2,666,552	2,303,835	2,326,046
MOTOR VEHICLE DIVISION				
General Fund	7,616,656	7,741,979	8,515,983	8,425,968
State Special Revenue	403,056	403,054	403,056	403,056
Federal Special Revenue	0	0	0	0
HIGHWAY PATROL DIVISION				
General Fund	1,042,073	1,083,606	1,079,779	1,112,796
State Special Revenue	15,552,254	16,202,118	17,227,644	17,528,702
Federal Special Revenue	693,174	706,301	969,038	975,779
DIVISION OF CRIMINAL INVESTIGATION				
General Fund	2,214,742	2,349,717	2,438,757	2,453,101
State Special Revenue	355,806	370,795	321,704	322,960
Federal Special Revenue	1,118,734	1,154,606	1,338,651	1,344,603
COUNTY ATTORNEY PAYROLL				
General Fund	1,556,508	1,630,606	1,706,886	1,752,445
LAW ENFORCEMENT ACADEMY DIV				
General Fund	1,033,438	1,080,553	1,112,954	1,098,227
State Special Revenue	0	0	50,000	50,000
Federal Special Revenue	0	0	199,607	199,722

AGENCY BUDGET SUMMARY HB 2 ALL FUNDS

Table R-1 AGENCY BUDGET SUMMARY HB 2 ALL FUNDS				
	Actual FY00	Budget FY01	Request FY02	Request FY03
CENTRAL SERVICES DIVISION				
General Fund	254,296	240,278	319,391	292,105
State Special Revenue	324,913	326,512	409,166	374,267
Proprietary Funds	11,760	10,991	14,879	13,609
JUSTICE INFORMATION SYSTEMS DIVISION				
General Fund	2,486,200	2,560,384	3,028,992	3,043,760
State Special Revenue	657,371	697,240	657,371	657,371
Federal Special Revenue	474,801	159,389	774,801	774,801
Proprietary Funds	10,214	10,214	10,214	10,214
EXTRADITION & TRANSP PRISONERS				
General Fund	164,479	165,255	165,657	166,869
FORENSIC SCIENCE DIVISION				
General Fund	1,886,174	1,930,595	2,158,231	2,147,719
State Special Revenue	303,202	300,912	303,205	303,205
Federal Special Revenue	49,685	74,721	185,673	185,973
Agency Totals	43,866,540	45,608,644	49,950,063	50,243,698
4201 PUBLIC SERVICE REGULATION				
PUBLIC SERVICE REGULATION PROG				
State Special Revenue	2,300,576	2,491,662	3,236,594	2,417,164
Federal Special Revenue	15,616	20,099	13,763	13,763
Agency Totals	2,316,192	2,511,761	3,250,357	2,430,927
5101 BOARD OF PUBLIC EDUCATION				
ADMINISTRATION				
General Fund	137,503	138,362	156,828	155,507
State Special Revenue	11,425	11,748	12,041	12,041
ADVISORY COUNCIL				
State Special Revenue	148,727	177,261	163,135	161,994
Agency Totals	297,655	327,371	332,004	329,542
5102 COMMISSIONER OF HIGHER EDUCATION				
ADMINISTRATION PROGRAM				
General Fund	1,186,818	1,174,288	1,326,037	1,305,547
State Special Revenue	0	0	0	0
STUDENT ASSISTANCE PROGRAM				
General Fund	7,383,508	7,717,271	8,968,290	9,248,008
Federal Special Revenue	70,414	210,784	84,871	84,871
DDE MATHEMATICS & SCI ED ACT				
Federal Special Revenue	216,295	312,602	312,744	312,744
COMMUNITY COLLEGE ASSISTANCE				
General Fund	5,204,315	5,802,528	5,577,726	5,600,537
TALENT SEARCH				
General Fund	81,995	97,698	94,085	94,593

AGENCY BUDGET SUMMARY HB 2 ALL FUNDS

Table R-1 AGENCY BUDGET SUMMARY HB 2 ALL FUNDS				
	Actual FY00	Budget FY01	Request FY02	Request FY03
Federal Special Revenue	426,807	614,858	2,999,420	3,135,332
C.D. PERKINS ADMIN				
General Fund	76,528	88,542	80,000	80,000
Federal Special Revenue	8,535,863	8,457,140	7,767,340	6,127,275
APPROPRIATION DISTRIBUTION				
General Fund	110,517,609	112,214,724	122,231,057	124,545,531
State Special Revenue	15,567,144	16,151,000	12,821,144	12,989,144
TRIBAL COLLEGE ASSISTANCE PROGRAM				
General Fund	0	0	417,000	417,000
GUARANTEED STUDENT LOAN PGM				
Federal Special Revenue	22,962,076	34,582,254	34,692,811	37,396,398
BOARD OF REGENTS-ADMIN				
General Fund	43,762	43,888	43,762	43,762
Agency Totals	172,273,134	187,467,577	197,416,287	201,380,742
5113 MONTANA SCHOOL FOR THE DEAF AND BLIND				
ADMINISTRATION PROGRAM				
General Fund	287,964	305,507	333,093	303,298
GENERAL SERVICES PROGRAM				
General Fund	306,719	309,498	315,673	317,099
STUDENT SERVICES PROGRAM				
General Fund	893,270	970,281	911,838	915,326
Federal Special Revenue	24,644	24,644	25,000	25,000
EDUCATION PROGRAM				
General Fund	1,706,473	1,767,725	1,876,807	1,877,264
State Special Revenue	228,068	228,069	235,065	235,065
Federal Special Revenue	56,750	56,750	63,898	63,898
Agency Totals	3,503,888	3,662,474	3,761,374	3,736,950
5114 MONTANA ARTS COUNCIL				
PROMOTION OF THE ARTS				
General Fund	280,604	278,549	371,686	340,748
State Special Revenue	132,440	129,399	140,829	137,416
Federal Special Revenue	400,212	442,934	477,500	477,500
Agency Totals	813,256	850,882	990,015	955,664
5115 LIBRARY COMMISSION				
STATE LIBRARY OPERATIONS				
General Fund	1,540,599	1,578,590	2,180,740	1,905,152
State Special Revenue	174,921	182,173	295,210	295,210
Federal Special Revenue	662,307	1,388,955	1,200,694	750,694
NATURAL RESOURCE INFO SYSTEM				
General Fund	57,234	44,972	105,388	109,594
State Special Revenue	492,560	491,443	651,871	626,929

AGENCY BUDGET SUMMARY HB 2 ALL FUNDS

Table R-1 AGENCY BUDGET SUMMARY HB 2 ALL FUNDS				
	Actual FY00	Budget FY01	Request FY02	Request FY03
Federal Special Revenue	30,000	45,000	505,000	30,000
Agency Totals	2,957,621	3,731,133	4,938,903	3,717,579
5117 MONTANA HISTORICAL SOCIETY				
ADMINISTRATION PROGRAM				
General Fund	737,206	736,771	1,152,701	1,125,406
State Special Revenue	81,510	101,488	102,023	102,023
Federal Special Revenue	57,178	58,580	57,587	58,409
Proprietary Funds	0	0	70,000	70,000
LIBRARY PROGRAM				
General Fund	556,884	508,152	595,683	598,687
State Special Revenue	2,808	4,289	2,808	2,808
Federal Special Revenue	0	0	0	0
Proprietary Funds	55,994	56,510	59,727	59,799
MUSEUM PROGRAM				
General Fund	280,204	253,396	430,602	433,938
State Special Revenue	108,268	134,756	128,217	128,769
Proprietary Funds	7,943	9,031	7,618	7,618
PUBLICATIONS				
General Fund	53,652	53,650	73,652	73,652
State Special Revenue	0	0	0	0
Proprietary Funds	666,913	713,935	699,020	700,494
HISTORICAL SITES PRESERVATION				
General Fund	22,574	23,956	47,381	44,451
State Special Revenue	0	0	0	0
Federal Special Revenue	404,510	481,746	813,196	815,607
LEWIS & CLARK BICENTENNIAL				
General Fund	0	0	100,000	100,000
Agency Totals	3,035,644	3,136,260	4,340,215	4,321,661
5201 DEPARTMENT OF FISH, WILDLIFE AND PARKS				
ADMINISTRATION & FINANCE DIV.				
State Special Revenue	5,598,691	4,594,622	6,038,466	6,010,089
Federal Special Revenue	2,023,782	623,183	1,276,587	1,264,829
Proprietary Funds	0	0	0	0
FIELD SERVICES DIVISION				
State Special Revenue	4,843,842	5,729,950	6,702,156	6,687,177
Federal Special Revenue	678,261	677,982	787,438	792,238
Proprietary Funds	0	0	0	0
FISHERIES DIVISION				
State Special Revenue	3,152,488	3,180,444	3,362,831	3,386,018
Federal Special Revenue	3,418,265	3,454,250	5,726,623	5,774,929
LAW ENFORCEMENT DIVISION				
General Fund	132,693	128,730	136,669	136,669

AGENCY BUDGET SUMMARY HB 2 ALL FUNDS

Table R-1 AGENCY BUDGET SUMMARY HB 2 ALL FUNDS				
	Actual FY00	Budget FY01	Request FY02	Request FY03
State Special Revenue	5,717,358	6,015,521	6,116,547	6,002,540
Federal Special Revenue	229,727	231,129	487,130	446,619
WILDLIFE DIVISION				
State Special Revenue	3,366,666	4,517,997	3,736,911	3,787,027
Federal Special Revenue	3,225,488	3,299,816	4,195,039	4,224,112
PARKS DIVISION				
General Fund	284,076	285,620	294,189	294,189
State Special Revenue	4,547,243	4,403,843	4,864,717	4,612,899
Federal Special Revenue	793,089	874,839	527,000	527,000
Proprietary Funds	0	0	0	0
CONSERVATION EDUCATION DIV				
General Fund	2,697	2,698	2,697	2,697
State Special Revenue	1,690,907	1,600,236	1,889,875	1,722,398
Federal Special Revenue	392,860	435,830	736,648	736,648
DEPARTMENT MANAGEMENT				
State Special Revenue	2,736,253	2,703,132	2,671,769	2,666,019
Federal Special Revenue	729,816	693,774	2,168,125	2,209,990
Agency Totals	43,564,202	43,453,596	51,721,417	51,284,087
5301 DEPARTMENT OF ENVIRONMENTAL QUALITY				
CENTRAL MANAGEMENT PROGRAM				
General Fund	14,041	15,001	428,206	174,280
Federal Special Revenue	3,381	0	3,381	3,381
PLAN.PREVENT. & ASSIST.DIV.				
General Fund	1,747,869	1,911,200	2,509,540	2,500,995
State Special Revenue	911,584	1,026,813	1,073,825	1,068,848
Federal Special Revenue	4,533,693	5,787,873	9,264,507	8,742,766
ENFORCEMENT DIVISION				
General Fund	501,560	517,631	544,069	532,140
State Special Revenue	170,063	188,688	181,382	182,415
Federal Special Revenue	356,700	413,688	377,863	379,990
REMEDIATION DIVISION				
State Special Revenue	2,659,229	4,492,969	7,235,350	3,364,699
Federal Special Revenue	6,725,809	6,647,041	8,095,961	8,011,036
PERMITTING & COMPLIANCE DIV.				
General Fund	1,002,906	1,102,819	1,479,889	1,346,940
State Special Revenue	16,116,988	56,536,861	40,811,694	8,652,768
Federal Special Revenue	3,048,297	3,093,641	4,253,139	4,238,526
Agency Totals	37,792,120	81,734,225	76,258,806	39,198,784
5401 DEPARTMENT OF TRANSPORTATION				
GENERAL OPERATIONS PROGRAM				
State Special Revenue	13,356,684	13,837,532	17,754,281	17,400,260
Federal Special Revenue	717,661	595,002	1,254,386	1,188,236
CONSTRUCTION PROGRAM				

AGENCY BUDGET SUMMARY HB 2 ALL FUNDS

Table R-1
AGENCY BUDGET SUMMARY HB 2 ALL FUNDS

	Actual FY00	Budget FY01	Request FY02	Request FY03
General Fund	250,000	250,000	250,000	250,000
State Special Revenue	90,693,250	46,153,810	72,040,676	74,647,570
Federal Special Revenue	236,847,100	285,838,040	289,874,050	296,628,731
MAINTENANCE PROGRAM				
State Special Revenue	68,159,583	79,023,706	76,603,219	76,933,372
Federal Special Revenue	812,538	9,246,376	5,090,609	5,090,609
MOTOR CARRIER SERVICES DIV.				
State Special Revenue	4,798,503	4,985,278	5,039,123	5,056,982
AERONAUTICS PROGRAM				
State Special Revenue	712,150	1,234,641	1,450,814	768,273
Federal Special Revenue	65,000	74,230	85,500	85,500
TRANSPORTATION PLANNING DIVISI				
State Special Revenue	1,691,313	1,641,187	2,597,665	2,061,597
Federal Special Revenue	4,834,265	7,204,308	7,121,222	6,668,088
Agency Totals	422,938,047	450,084,110	479,161,545	486,779,218
5603 DEPARTMENT OF LIVESTOCK				
CENTRALIZED SERVICES PROGRAM				
General Fund	2,217	100,316	64,597	64,597
State Special Revenue	923,040	927,046	1,129,157	1,032,956
Federal Special Revenue	48,801	49,580	131,479	87,682
DIAGNOSTIC LABORATORY PROGRAM				
General Fund	192,442	164,210	192,442	192,442
State Special Revenue	1,140,536	1,085,622	1,204,147	1,222,105
Federal Special Revenue	0	0	11,200	17,500
ANIMAL HEALTH DIVISION				
State Special Revenue	646,227	684,249	862,190	892,284
Federal Special Revenue	0	0	693,920	709,550
MILK & EGG PROGRAM				
State Special Revenue	241,831	251,437	244,588	249,239
Federal Special Revenue	20,669	20,670	25,000	25,000
INSPECTION & CONTROL PROGRAM				
State Special Revenue	2,617,978	2,635,621	2,682,710	2,622,715
PREDATOR CONTROL				
State Special Revenue	511,471	512,201	435,235	442,718
MEAT/POULTRY INSPECTION				
General Fund	337,618	419,819	399,543	404,526
State Special Revenue	1,772	1,762	1,772	1,772
Federal Special Revenue	377,689	419,864	401,318	406,300
MILK CONTROL BUREAU				
State Special Revenue	158,602	181,563	182,017	181,480
Agency Totals	7,220,893	7,453,960	8,661,315	8,552,866

5706 DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

AGENCY BUDGET SUMMARY HB 2 ALL FUNDS

Table R-1 AGENCY BUDGET SUMMARY HB 2 ALL FUNDS				
	Actual FY00	Budget FY01	Request FY02	Request FY03
CENTRALIZED SERVICES				
General Fund	1,865,298	1,901,967	2,063,723	1,977,733
State Special Revenue	172,437	173,667	173,400	173,400
Federal Special Revenue	108,512	96,844	105,000	105,000
OIL & GAS CONSERVATION DIV.				
State Special Revenue	868,921	1,103,019	1,226,842	1,243,414
Federal Special Revenue	118,715	110,000	0	0
CONSERVATION/RESOURCE DEV DIV				
General Fund	2,871,886	2,835,291	4,244,347	3,309,204
State Special Revenue	1,226,064	1,295,507	1,471,608	1,507,531
Federal Special Revenue	150,252	182,090	1,161,651	161,651
WATER RESOURCES DIVISION				
General Fund	5,693,470	5,833,127	6,106,095	6,175,972
State Special Revenue	971,226	1,065,849	4,869,852	1,217,964
Federal Special Revenue	135,515	132,250	412,112	413,182
RESERVED WATER RIGHTS COMP COM				
General Fund	644,212	691,548	737,513	744,412
State Special Revenue	0	0	0	0
FORESTRY & TRUST LANDS				
General Fund	5,454,428	5,750,344	6,271,995	6,196,669
State Special Revenue	9,552,704	10,407,005	11,269,337	11,300,866
Federal Special Revenue	994,328	1,247,069	1,570,404	1,379,818
Agency Totals	30,827,968	32,825,577	41,683,879	35,906,816
5801 DEPARTMENT OF REVENUE				
DIRECTORS OFFICE				
General Fund	2,631,010	2,611,953	2,978,087	2,759,765
State Special Revenue	574	0	300	0
Federal Special Revenue	805	0	800	0
Proprietary Funds	139,673	142,259	225,240	229,721
INFORMATION TECHNOLOGY				
General Fund	1,899,468	1,687,597	1,742,610	1,840,849
Federal Special Revenue	178,339	184,065	190,662	196,382
Proprietary Funds	323,088	328,755	510,309	520,461
RESOURCE MANAGEMENT				
General Fund	1,166,663	1,072,521	1,542,219	1,556,916
Proprietary Funds	1,367,727	1,399,590	1,586,838	1,592,780
COMPLIANCE VALUATION AND RESOLUTION				
General Fund	34,284,577	77,793,863	76,826,838	77,142,814
State Special Revenue	252,411	252,854	213,345	213,214
Federal Special Revenue	1,818,782	1,900,984	1,940,119	1,984,848
Agency Totals	44,063,117	87,374,441	87,757,367	88,037,750
6101 DEPARTMENT OF ADMINISTRATION				

AGENCY BUDGET SUMMARY HB 2 ALL FUNDS

Table R-1 AGENCY BUDGET SUMMARY HB 2 ALL FUNDS				
	Actual FY00	Budget FY01	Request FY02	Request FY03
GOVERNOR ELECT PROGRAM				
General Fund	0	0	0	0
ACCOUNTING & MGMT SUPPORT PROG				
General Fund	1,108,502	1,119,043	1,417,504	1,170,292
State Special Revenue	2,557	11,376	5,057	5,057
Federal Special Revenue	28,670	32,332	64,768	62,906
Proprietary Funds	41,008	38,395	41,235	41,407
ARCH & ENGINEERING PGM				
State Special Revenue	1,034,832	1,058,274	1,156,831	1,165,277
Capital Projects	0	0	0	0
PROCUREMENT & PRINTING DIV.				
General Fund	508,524	515,002	541,198	543,141
INFORMATION SERVICES DIVISION				
General Fund	598,112	623,218	192,275	190,687
Federal Special Revenue	0	0	800,000	0
GENERAL SERVICES PROGRAM				
General Fund	341,410	356,350	405,504	412,534
Capital Projects	0	0	0	0
STATE PERSONNEL DIVISION				
General Fund	1,116,125	1,204,080	1,168,972	1,153,889
State Special Revenue	4,596	13,000	28,600	29,400
STATE TAX APPEAL BOARD				
General Fund	283,325	399,958	376,411	378,625
Agency Totals	5,067,661	5,371,028	6,198,355	5,153,215
6102 APPELLATE DEFENDER				
APPELLATE DEFENDER				
State Special Revenue	170,891	192,427	181,134	182,501
Agency Totals	170,891	192,427	181,134	182,501
6201 DEPARTMENT OF AGRICULTURE				
CENTRAL MANAGEMENT DIVISION				
General Fund	230,062	205,117	264,228	252,978
State Special Revenue	319,055	322,424	480,194	417,012
Federal Special Revenue	94,201	95,971	68,813	68,655
Proprietary Funds	32,621	33,167	88,374	55,458
AGRICULTURAL SCIENCES DIV.				
General Fund	51,204	65,603	139,158	141,239
State Special Revenue	4,649,966	5,094,111	4,485,554	4,468,096
Federal Special Revenue	378,612	438,072	525,726	527,154
AGRICULTURAL DEVELOPMENT				
General Fund	327,448	1,413,000	359,335	362,239
State Special Revenue	2,482,175	6,238,651	3,247,188	3,159,930
Federal Special Revenue	45,243	648,053	45,710	45,710

AGENCY BUDGET SUMMARY HB 2 ALL FUNDS

Table R-1 AGENCY BUDGET SUMMARY HB 2 ALL FUNDS				
	Actual FY00	Budget FY01	Request FY02	Request FY03
Proprietary Funds	242,676	260,734	271,395	271,721
Agency Totals	8,853,263	14,814,903	9,975,675	9,770,192
6401 DEPARTMENT OF CORRECTIONS				
ADMIN AND SUPPORT SERVICES				
General Fund	13,283,400	14,122,096	16,666,237	16,396,306
State Special Revenue	2,695	99,542	4,321	1,358
Federal Special Revenue	0	0	0	0
Proprietary Funds	52,838	50,308	67,057	65,181
COMMUNITY CORRECTIONS				
General Fund	31,104,645	31,327,488	33,884,684	36,311,481
State Special Revenue	517,239	229,705	573,890	573,890
Federal Special Revenue	240,518	260,764	428,987	428,987
SECURE FACILITIES				
General Fund	43,682,312	43,993,477	51,108,286	54,764,935
State Special Revenue	1,081,203	1,370,366	1,152,279	1,152,595
Federal Special Revenue	217,367	321,340	533,362	556,968
MONT CORRECTIONAL ENTERPRISES				
General Fund	1,033,831	1,046,168	1,020,245	1,022,711
Federal Special Revenue	0	0	0	0
Proprietary Funds	284,049	365,959	518,691	520,108
Agency Totals	91,500,097	93,187,213	105,958,039	111,794,520
6501 DEPARTMENT OF COMMERCE				
WEIGHT & MEASURES DIVISION				
State Special Revenue	693,781	640,491	703,115	704,229
BANKING & FINANCIAL DIVISION				
State Special Revenue	1,236,835	1,707,180	1,588,337	1,594,203
POL DIVISION				
State Special Revenue	4,644,237	5,072,746	5,401,948	5,334,529
Proprietary Funds	0	0	0	0
RESEARCH AND COMMERCIALIZATION PGM				
General Fund	1,204	148,796	150,000	150,000
ECONOMIC DEVELOPMENT DIVISION				
General Fund	1,090,864	1,089,219	1,266,938	1,249,042
State Special Revenue	236,521	217,593	248,660	248,660
Federal Special Revenue	3,191,098	3,707,425	4,072,872	4,073,273
MONTANA PROMOTION DIVISION				
State Special Revenue	567,913	751,760	765,149	750,000
COMMUNITY DEVELOPMENT DIVISION				
General Fund	359,188	387,331	448,383	445,960
State Special Revenue	1,803,777	1,607,414	1,942,710	2,000,225
Federal Special Revenue	6,306,231	8,327,370	8,180,724	8,181,196
LOCAL GOV'T. SERVICES DIVISION				

AGENCY BUDGET SUMMARY HB 2 ALL FUNDS

Table R-1 AGENCY BUDGET SUMMARY HB 2 ALL FUNDS				
	Actual FY00	Budget FY01	Request FY02	Request FY03
General Fund	400,729	385,730	433,605	433,811
BUILDING CODES DIVISION				
State Special Revenue	2,834,310	3,182,823	3,281,971	3,258,779
HOUSING DIVISION				
Federal Special Revenue	18,179,723	33,435,717	59,492,734	62,331,831
Proprietary Funds	-7	0	0	0
BOARD OF INVESTMENTS				
State Special Revenue	32,979	30,000	0	0
MONTANA STATE LOTTERY				
Proprietary Funds	6,742,950	8,639,126	9,328,899	9,366,405
BOARD OF HORSE RACING				
State Special Revenue	198,450	244,325	241,958	241,995
CONSUMER AFFAIRS				
General Fund	243,246	259,396	329,767	329,057
State Special Revenue	24,707	96,982	75,000	75,000
DIRECTOR/MANAGEMENT SERVICES				
General Fund	0	0	99,100	76,100
State Special Revenue	0	0	173,425	133,175
Federal Special Revenue	0	0	74,325	57,075
Agency Totals	48,788,736	69,931,424	98,299,620	101,034,545
6602 LABOR AND INDUSTRY				
JOB SERVICE DIVISION				
General Fund	595,109	600,424	956,577	958,153
State Special Revenue	6,046,489	7,521,689	6,892,429	6,869,308
Federal Special Revenue	23,710,321	22,983,150	24,467,091	24,477,570
Proprietary Funds	7,682	8,083	6,832	6,832
UNEMPLOYMENT INSURANCE DIVISION				
State Special Revenue	285,705	281,648	288,653	288,653
Federal Special Revenue	5,206,120	5,458,171	6,437,924	6,524,606
COMMISSIONER'S OFFICE/CSD				
General Fund	133,561	136,217	166,287	166,729
State Special Revenue	552,457	611,182	543,305	545,244
Federal Special Revenue	437,167	513,180	453,082	454,863
Proprietary Funds	39,971	39,735	53,174	53,456
EMPLOYMENT RELATIONS DIVISION				
General Fund	757,305	769,739	925,678	927,407
State Special Revenue	5,715,686	6,196,681	5,873,126	5,892,127
Federal Special Revenue	411,580	441,705	656,432	657,132
Proprietary Funds	0	0	0	0
MT COMMUNITY SERVICES				
General Fund	24,895	24,897	99,895	99,895
State Special Revenue	4,999	5,000	28,191	28,200
Federal Special Revenue	1,839,374	1,965,758	2,968,889	2,969,805

AGENCY BUDGET SUMMARY HB 2 ALL FUNDS

Table R-1 AGENCY BUDGET SUMMARY HB 2 ALL FUNDS				
	Actual FY00	Budget FY01	Request FY02	Request FY03
WORKERS COMPENSATION COURT				
State Special Revenue	396,373	403,883	427,811	432,759
Agency Totals	46,164,794	47,961,142	51,245,376	51,352,739
6701 DEPARTMENT OF MILITARY AFFAIRS				
OPERATIONS SUPPORT				
General Fund	324,696	398,462	382,391	385,262
Federal Special Revenue	35,558	40,677	72,316	73,179
CHALLENGE PROGRAM				
General Fund	0	0	1,120,000	1,120,000
Federal Special Revenue	0	0	1,680,000	1,680,000
SCHOLARSHIP PROGRAM				
General Fund	0	0	350,000	0
ARMY NATIONAL GUARD PGM				
General Fund	1,150,302	1,150,340	1,314,130	1,366,585
State Special Revenue	3,138	25,000	28,500	28,500
Federal Special Revenue	3,129,388	3,432,316	3,706,215	3,786,960
AIR NATIONAL GUARD PGM				
General Fund	196,218	215,639	202,401	209,691
Federal Special Revenue	1,791,247	1,888,020	2,041,389	2,033,102
DISASTER COORDINATION RESPONSE				
General Fund	454,972	514,427	511,953	526,727
State Special Revenue	18,541	18,790	21,597	21,597
Federal Special Revenue	1,041,721	1,015,371	1,772,969	1,337,715
VETERANS AFFAIRS PROGRAM				
General Fund	666,918	676,003	715,025	705,915
State Special Revenue	61,267	149,731	150,000	150,000
Federal Special Revenue	0	0	0	0
Agency Totals	8,873,966	9,524,776	14,068,886	13,425,233
6901 DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES				
HUMAN AND COMMUNITY SERVICES DIVISION				
General Fund	19,601,819	19,525,344	19,578,162	19,411,721
State Special Revenue	3,484,798	4,070,457	3,398,064	3,417,852
Federal Special Revenue	72,744,541	96,140,778	164,458,019	138,407,027
CHILD & FAMILY SERVICES DIV				
General Fund	18,116,310	19,407,565	22,973,355	24,550,421
State Special Revenue	2,877,029	3,660,252	2,959,290	2,981,037
Federal Special Revenue	19,235,178	22,921,122	20,721,567	22,134,794
DIRECTOR'S OFFICE				
General Fund	550,778	652,772	626,669	630,527
State Special Revenue	966,273	1,003,608	1,304,236	1,367,912
Federal Special Revenue	700,454	681,197	787,776	792,721
CHILD SUPPORT ENFORCEMENT				

AGENCY BUDGET SUMMARY HB 2 ALL FUNDS

Table R-1 AGENCY BUDGET SUMMARY HB 2 ALL FUNDS				
	Actual FY00	Budget FY01	Request FY02	Request FY03
General Fund	211	0	0	0
State Special Revenue	2,327,013	2,420,196	3,375,760	3,371,771
Federal Special Revenue	6,041,904	6,721,657	7,041,908	6,937,965
HEALTH POLICY & SERVICES DIVISION				
General Fund	48,619,148	51,471,704	57,619,612	60,777,872
State Special Revenue	11,561,315	9,927,226	14,815,769	16,469,541
Federal Special Revenue	178,318,813	190,794,945	225,474,777	241,537,418
DIVISION OF QUALITY ASSURANCE				
General Fund	1,658,639	1,541,688	1,932,613	1,943,801
State Special Revenue	386,883	423,120	406,711	408,123
Federal Special Revenue	4,093,756	4,007,734	4,996,585	5,020,172
OPERATIONS & TECHNOLOGY DIV				
General Fund	10,767,331	10,904,307	12,320,512	12,481,094
State Special Revenue	2,062,464	2,388,025	2,281,272	2,297,511
Federal Special Revenue	15,202,803	14,324,432	15,985,147	16,300,411
DISABILITY SERVICES DIVISION				
General Fund	41,387,750	42,462,294	44,882,355	46,817,554
State Special Revenue	97,368	1,165,115	97,368	97,368
Federal Special Revenue	50,576,332	60,599,562	56,824,335	58,762,806
SENIOR & LONG-TERM CARE SVCS				
General Fund	41,427,657	44,002,468	46,064,991	47,632,530
State Special Revenue	2,790,322	2,834,873	3,746,446	4,813,981
Federal Special Revenue	115,932,802	124,645,768	132,002,511	139,315,335
ADDICTIVE & MENTAL DISORDERS				
General Fund	46,684,220	42,567,668	55,012,070	56,668,056
State Special Revenue	5,816,560	21,612,833	7,043,924	7,406,329
Federal Special Revenue	42,814,238	37,433,475	70,171,169	75,980,006
Agency Totals	766,844,709	840,312,185	998,902,973	1,018,733,656
All Agencies	2,389,894,774	2,655,456,447	2,931,002,385	2,933,740,115
STATEWIDE TOTALS				
General Fund	1,045,458,225	1,116,991,601	1,176,287,414	1,202,327,663
State Special Revenue	365,493,799	406,017,611	415,214,876	378,139,432
Federal Special Revenue	968,915,650	1,120,340,443	1,325,788,510	1,339,535,642
Proprietary Funds	10,027,100	12,106,792	13,711,585	13,737,378
All Agencies	2,389,894,774	2,655,456,447	2,931,002,385	2,933,740,115

SUPPLEMENTAL APPROPRIATIONS RECOMMENDATIONS

- There is \$38,777,676 general fund and \$28,156,087 of state special and federal special revenue recommended for supplemental appropriations in FY 2001.
- FY 2001 is unique in that there is a change in administration for every statewide elected office and a potential change in the exempt staff of those officials. The projections for costs due to changes in administration will likely be amended during the course of deliberations on the regular supplemental appropriations bill.
- **HB 3** contains most of the supplemental appropriations.
- **HB 17** is an emergency supplemental appropriations bill for consideration early in the session to reimburse state agencies for fire suppression and fire-related costs.

General Government and Transportation – Section A

Governors Office - \$144,748 general fund for the change in administration.

State Auditor - \$3,582 general fund and \$62,517 state special revenue for the change in administration.

Department of Revenue - \$35,575 general fund for the change in administration.

Department of Administration - \$17,500 state special revenue authority for the day care center.

Public Health and Human Services – Section B

Department of PHHS – \$14,028,000 general fund and \$28,000,000 federal special revenue comprised of a shortfall in the Medicaid Primary Care program due to increased pharmaceutical costs and a shortfall in projected 9-mil levy funding used to provide state matching funds. This component of the supplemental is approximately \$10.4 million total funds (\$2.8 million general fund). The remainder of the supplemental request is due to increased costs in the Mental Health program, both the Medicaid and the non-Medicaid components. The department has taken steps to contain costs by enhancing management of the program through better utilization review, tightening the criteria for reimbursing partial hospitalization services, capping membership in the mental health services (non-Medicaid) plan, and refinancing services to eligible children from the Children's Health Insurance Program (CHIP).

Natural Resources and Commerce – Section C

Department of Natural Resources and Conservation – In HB 17 there is \$6,048,986 general fund, which is comprised of the general fund that was transferred from FY 2001 to FY 2000 to pay the costs of fire suppression last year, and \$2 million that was transferred from water resources to forestry in FY 2001. This supplemental recommendation is in a separate bill to enable more rapid legislative consideration of a single issue—fire costs. The DNRC will be unable to meet payroll in February without restoration of its FY 2001 budget or a general fund loan. Depending on what FEMA approves for additional reimbursements between now and the session, there may be several other agencies with unreimbursed expenses up to several hundred thousand dollars. The Department of Fish, Wildlife and Parks currently has the highest pending fire expenses and the executive recommends that the license account be made whole if FEMA or the US Forest Service does not pay those costs.

In HB 3 there is for fire suppression costs an additional \$7,134,721 general fund not expected to be reimbursed by FEMA or the US Forest Service and an additional \$42 million general fund that is expected to be reimbursed in either FY 2001 or FY 2002. The \$42 million also is carried on the executive budget balance sheet as revenue, split between both years.

Also in HB3, there is \$12,260 general fund for the change in administration.

Department of Agriculture - \$23,154 general fund and \$23,154 state special revenue for the change in administration.

SUPPLEMENTAL APPROPRIATIONS RECOMMENDATIONS

Public Safety and Justice – Section D

Department of Justice - \$134,927 general fund and \$60,056 state special revenue for the change in administration.

Department of Labor and Industry - \$10,360 federal special revenue for the change in administration.

Department of Military Affairs - \$18,251 general fund for the change in administration.

Education – Section E

Office of Public Instruction - \$153,249 general fund for the change in administration. In addition, there is \$8,905,000 general fund for K-12 BASE aid, and \$1,517,800 of general fund that is statutorily set aside, but not yet appropriated, from the timber harvest for technology revenue for distribution to school districts.

Montana Historical Society - \$249,923 general fund for moving the Bob Scriver collection from Browning to Helena and paying ongoing rent and utilities for the collection. In addition, there is \$350,000 general fund, which is a continuing appropriation for FY 2001 and FY2002, for the archival costs for all of the cumulative changes in administration.

STATUTORY APPROPRIATIONS ALL FUNDS

Table R-2				
STATUTORY APPROPRIATIONS ALL FUNDS				
	Actual FY00	Budget FY01	Request FY02	Request FY02
2110 JUDICIARY				
DISTRICT COURT REIMBURSEMENT				
State Special Revenue	6,430,188	5,469,894	6,424,673	6,424,856
Agency Totals	6,430,188	5,469,894	6,424,673	6,424,856
3401 STATE AUDITOR'S OFFICE				
LOCAL ASSISTANCE TO COUNTIES				
General Fund	12,566,889	14,338,343	13,835,650	14,447,100
FOREST RES & FPGA TO COUNTIES				
Federal Special Revenue	6,283,122	8,634,448	8,250,000	8,250,000
Agency Totals	18,850,011	22,972,791	22,085,650	22,697,100
4110 DEPARTMENT OF JUSTICE				
LEGAL SERVICES DIVISION				
State Special Revenue	46,029	75,000	75,000	75,000
GAMBLING CONTROL DIVISION				
State Special Revenue	29,696,323	30,468,500	31,869,346	31,915,336
MOTOR VEHICLE DIVISION				
General Fund	319,028	350,000	400,000	400,000
CENTRAL SERVICES DIVISION				
General Fund	0	0	0	0
State Special Revenue	94,383	125,000	125,000	125,000
Federal Special Revenue	66,401	125,000	125,000	125,000
Agency Totals	30,222,164	31,143,500	32,594,346	32,640,336
5102 COMMISSIONER OF HIGHER EDUCATION				
STUDENT ASSISTANCE PROGRAM				
State Special Revenue	92,841	167,000	249,842	330,226
APPROPRIATION DISTRIBUTION				
General Fund	0	65,000	65,000	65,000
State Special Revenue	1,288,629	667,705	1,139,000	1,152,600
Agency Totals	1,381,470	899,705	1,453,842	1,547,826
5113 MONTANA SCHOOL FOR THE DEAF AND BLIND				
EDUCATION PROGRAM				
State Special Revenue	155,651	129,000	156,197	156,124
Agency Totals	155,651	129,000	156,197	156,124
5117 MONTANA HISTORICAL SOCIETY				
ADMINISTRATION PROGRAM				
State Special Revenue	94,206	185,650	119,600	125,000
HERITAGE COMMISSION				
State Special Revenue	662,739	700,000	700,000	700,000

STATUTORY APPROPRIATIONS ALL FUNDS

Table R-2				
STATUTORY APPROPRIATIONS ALL FUNDS				
	Actual FY00	Budget FY01	Request FY02	Request FY02
Agency Totals	756,945	885,650	819,600	825,000
5201 DEPARTMENT OF FISH, WILDLIFE AND PARKS				
PARKS DIVISION				
State Special Revenue	426,222	541,820	819,974	714,146
Agency Totals	426,222	541,820	819,974	714,146
5301 DEPARTMENT OF ENVIRONMENTAL QUALITY				
PLAN.PREVENT. & ASSIST.DIV.				
State Special Revenue	0	20,835	0	0
REMEDATION DIVISION				
State Special Revenue	5,449,446	3,959,168	5,449,446	5,449,446
Agency Totals	5,449,446	3,980,003	5,449,446	5,449,446
5401 DEPARTMENT OF TRANSPORTATION				
GENERAL OPERATIONS PROGRAM				
State Special Revenue	16,787,592	16,740,036	16,737,073	16,737,152
CONSTRUCTION PROGRAM				
State Special Revenue	54,000	54,000	54,000	54,000
AERONAUTICS PROGRAM				
State Special Revenue	271,626	221,099	271,626	271,626
Agency Totals	17,113,218	17,015,135	17,062,699	17,062,778
5603 DEPARTMENT OF LIVESTOCK				
INSPECTION & CONTROL PROGRAM				
State Special Revenue	0	500	0	0
Agency Totals	0	500	0	0
5706 DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION				
CENTRALIZED SERVICES				
General Fund	547,906	551,087	547,906	547,906
OIL & GAS CONSERVATION DIV.				
State Special Revenue	134,492	65,508	200,000	0
CONSERVATION/RESOURCE DEV DIV				
State Special Revenue	163,313	0	162,313	162,313
Agency Totals	845,711	616,595	910,219	710,219
5801 DEPARTMENT OF REVENUE				
RESOURCE MANAGEMENT				
State Special Revenue	4,296,929	4,076,970	4,296,929	4,296,929
COMPLIANCE VALUATION AND RESOLUTION				
General Fund	11,559,050	10,270,000	8,990,384	7,706,051
State Special Revenue	40,673,724	34,753,318	40,673,724	40,673,724
Agency Totals	56,529,703	49,100,288	53,961,037	52,676,704

STATUTORY APPROPRIATIONS ALL FUNDS

Table R-2				
STATUTORY APPROPRIATIONS ALL FUNDS				
	Actual FY00	Budget FY01	Request FY02	Request FY02
6101 DEPARTMENT OF ADMINISTRATION				
ACCOUNTING & MGMT SUPPORT PROG				
General Fund	12,965,864	22,342,184	22,480,564	23,829,372
Federal Special Revenue	224,689	237,887	224,689	224,689
Capital Projects	450,703	500,201	412,530	410,089
INFORMATION SERVICES DIVISION				
State Special Revenue	3,869,498	4,096,934	3,869,498	3,869,498
RISK MANAGEMENT & TORT DEFENSE				
State Special Revenue	11,759	802,856	771,178	771,178
Agency Totals	17,522,513	27,980,062	27,758,459	29,104,826
6201 DEPARTMENT OF AGRICULTURE				
AGRICULTURAL SCIENCES DIV.				
State Special Revenue	0	0	20,000	20,000
AGRICULTURAL DEVELOPMENT				
General Fund	0	1,164,140	1,250,000	1,250,000
State Special Revenue	0	0	65,019	0
Proprietary Funds	2,366,206	3,598,543	6,027,818	6,027,818
Agency Totals	2,366,206	4,762,683	7,362,837	7,297,818
6501 DEPARTMENT OF COMMERCE				
POL DIVISION				
State Special Revenue	59,050	100,000	100,000	100,000
RESEARCH AND COMMERCIALIZATION PGM				
General Fund	0	4,850,000	4,850,000	4,850,000
ECONOMIC DEVELOPMENT DIVISION				
General Fund	223,826	1,231,173	1,450,000	1,450,000
State Special Revenue	200,005	200,000	200,000	200,000
MONTANA PROMOTION DIVISION				
State Special Revenue	8,782,308	9,356,061	10,617,761	11,134,510
COMMUNITY DEVELOPMENT DIVISION				
State Special Revenue	1,601,798	800,899	0	0
BOARD OF INVESTMENTS				
Proprietary Funds	3,095,257	3,500,000	3,095,257	3,095,257
MONTANA STATE LOTTERY				
Proprietary Funds	17,320,965	18,765,389	21,011,562	22,555,562
Agency Totals	31,283,209	38,803,522	41,324,580	43,385,329
6602 LABOR AND INDUSTRY				
UNEMPLOYMENT INSURANCE DIVISION				
Federal Special Revenue	370,418	431,805	370,418	370,418
EMPLOYMENT RELATIONS DIVISION				
State Special Revenue	442,742	846,665	500,811	500,811

STATUTORY APPROPRIATIONS ALL FUNDS

Table R-2				
STATUTORY APPROPRIATIONS ALL FUNDS				
	Actual FY00	Budget FY01	Request FY02	Request FY02
Proprietary Funds	59,101	0	0	0
Agency Totals	872,261	1,278,470	871,229	871,229
6901 DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES				
DISABILITY SERVICES DIVISION				
State Special Revenue	965,496	1,092,561	1,040,221	1,039,506
ADDICTIVE & MENTAL DISORDERS				
State Special Revenue	1,510,923	2,909,150	2,911,032	2,910,857
Agency Totals	2,476,419	4,001,711	3,951,253	3,950,363
All Agencies	192,681,337	209,581,329	223,006,041	225,514,100
STATEWIDE TOTALS				
	Actual FY00	Budget FY01	Request FY02	Request FY02
General Fund	38,182,563	55,161,927	53,869,504	54,545,429
State Special Revenue	124,261,912	118,626,129	129,619,263	129,909,838
Federal Special Revenue	6,944,630	9,429,140	8,970,107	8,970,107
Capital Projects	450,703	500,201	412,530	410,089
Proprietary	22,841,529	25,863,932	30,134,637	31,678,637
All Agencies	192,681,337	209,581,329	223,006,041	225,514,100

BUDGET BACKGROUND INFORMATION

Inflation/Deflation

The following expenditure accounts have been inflated/deflated in all agency budgets *from the FY 2000 base amounts* due to the new recommended amounts/rates:

Acct	Name	FY2000	FY2001	Primary Reason
2171	Shared Mid-Tier Processing	1.140%	1.080%	Market conditions
2172	Computer Processing/DofA	0.800%	0.800%	ISD efficiencies create reduction
2175	EUS/LAN Administration	0.850%	0.850%	Market conditions
2193	Photocopier Pool	1.110%	1.200%	Technical improvements
2385	Daytime Long Distance	0.930%	0.930%	Market conditions
2404	In-State Motor Pool	1.180%	1.280%	Rate calculation
2601	Electricity	1.070%	1.090%	Assumed market conditions
2603	Natural Gas	1.180%	1.100%	Assumed market conditions

No other inflation or deflation is included in the adjusted base budgets for FY 2002 and FY 2003. Agency requests for other changes to the adjusted base budget were submitted in decision packages (DPs), which will be listed individually in separate tables for legislative action in the Legislative Fiscal Division analysis of the budget.

Fixed Costs

Agencies will be billed in the 2003 biennium consistent with the amounts budgeted for the following objects of expenditures, although there are exceptions, notably network fees which are based on the number of devices actually on the system.

2104	Insurance and bonds	Dept of Administration-Risk Management & Tort Defense Div.
2113	Warrant writing fees	Dept of Administration-Accounting & Management Support Div.
2114	Payroll service fees	Dept of Administration-State Personnel Division
2122	Audit fees	Office of the Legislative Auditor
2148	SABHRS fees	Dept of Administration-Information Services Division
2174	DofA data network fees	Dept of Administration-Information Services Division
2307	Messenger services	Dept of Administration-Central Mail Division
2527	Rent - DofA buildings	Dept of Administration-General Services Division
2770	Grounds maintenance	Dept of Fish, Wildlife and Parks
2875	MT PRRIME bond costs	Dept of Administration-Accounting & Management Support Div.
2895	State funds cost allocation plan (SFCAP)	Dept of Administration-Accounting & Management Support Div.

The manner in which each of these objects was adjusted in the budget is summarized below.

Insurance

- The state self insures for property losses under \$150,000 (Prison < \$250,000).
- Insurance Unit budget increases 23 percent for FY 2002 over FY 2000 due to general liability and vehicle increases of 28 percent due to expanded exposure. Although there is an 11 percent increase in operating costs, it is an insignificant factor in the overall increase.
- Expansion of government property, replacement values for increased property values, and state assumption of county roads under SB 333 are prominent reasons for the insurance increases.
- FY 2000 Actual: \$6,541,488 FY 2002 Budgeted: \$8,056,480 FY 2003 Budgeted: \$8,657,660

Warrant Writer

- Check writing and auto-deposit capabilities for two million annual transactions are provided to state agencies. The service is charged out on actual experience and projected based on historical demand.
- FY 2000 budget: \$677,203 FY 2002 projected: \$831,766 FY 2003 projected: \$845,138

BUDGET BACKGROUND INFORMATION

Payroll Service

- Payroll processing for more than 12,000 state employees has projected operating expenses of \$359,168 in FY 2002 and \$367,908 in FY 2003.
- State agencies will pay \$358,604 in FY 2002 and \$367,908 in FY 2003 for this service.
- FY 2000 actual expenses: \$350,437.

Audit

- Total statewide financial compliance audit costs for the 2003 biennium are \$2,973,450.
- Biennium financial compliance audit costs for the 2001 biennium were \$2,654,490.

SABHRS costs (formerly called MT PRRIME)

- Two functional costs to finance the Statewide Accounting, Budgeting, and Human Resource Systems (SABHRS) have been distributed to state agency budgets: the costs to finance the bonds and the costs to maintain the uniform central management system environment.
- In March 1998, there were \$16.5 million of bonds sold for MT PRRIME and \$3.8 million for the Revenue Processing Center, with first bond payments due in FY 1999. The Revenue Processing Center bonds are not distributed to agency budgets.
- The \$16.5 million bond obligation was distributed to agency budgets in object 2875: \$2,506,518 in FY 2000 and \$2,490,067 in FY 2001; \$2,469,370 in FY 2002 and \$2,050,913 in FY 2003.
- The SABHRS operations bureau will maintain the uniform central management system with total budgeted operating expenses of \$4,153,586 in FY 2002 and \$4,197,128 in FY 2003. State agencies will pay this in distributed fixed costs, allocated by FTE, using all funds proportionately.

Data Network Fees

- The amount for network fees is the number of agency network devices that will be in use in FY 2002 and FY 2003 times \$73.50 each month.

Messenger Service

- Mail sorting, outgoing pickup and incoming mail delivery to all state agencies within the Helena metropolitan area is a budgeted cost, then distributed as a fixed cost to customer agencies, based upon historical volume, the number of FY 2000 holdouts (similar to a post office box), and the number of FY 2000 deliveries. The distributed fixed costs are \$171,655 each year of the biennium, compared with \$163,704 approved by the 56th Legislature for each year of the 2001 biennium.

Department of Administration Rent

- Agencies within the Capitol Complex will pay \$5.90 and \$6.017 per square foot for office space in FY 2002 and FY 2002, respectively, as compared to \$5.13 and \$5.37 in the 2001 biennium.
- The increase is due to a 12.95 percent increase in personal services, an average increase of 19.25 percent per year for property, boiler, and liability insurance, and a 30 percent increase in contracted services particularly in the janitorial, security, and mechanical contracts.
- Warehouse space is budgeted at \$2.12 per square foot (psf) each year of the 2003 biennium, which is the same psf price charged in the 2001 biennium.

Grounds Maintenance

- Capitol grounds maintenance, snow removal, and water charges are paid by Capitol Complex agencies at a rate of \$0.3696 psf of rented office space. This rate was \$0.3446 psf in the 1999 and 2001 biennia.

SFCAP (State Fund Cost Allocation Plan)

- The costs of certain general government services financed from the general fund are recovered from nongeneral and nonfederal funded programs. Office of Budget and Program Planning, Accounting Principles and Financial Reporting Sections, the Treasury, the Classification Unit, Labor Relations Unit and Administration/Policy Unit of

BUDGET BACKGROUND INFORMATION

Personnel Division of DofA services are allocated. The allocation is a two-step process: 1) allocation to each state agency for the cost center budget based on indirect measures of workload generated by that agency; and 2) allocation by fund type. General fund and federal funds are excluded from the cost recovery. The cost recovery flows into the general fund.

- Total amount allocated to nongeneral and nonfederal programs under object of expenditure 2895 is \$629,574 in FY 2002 and \$661,307 in FY 2003.

SWCAP (Statewide Cost Allocation Plan)

- The costs of certain general government services are recovered from federal funds through negotiated cost allocation agreements with agencies of the federal government.

State Building Energy Conservation Program

- The Department of Environmental Quality (DEQ) manages the State Building Energy Conservation Program to reduce operating costs in state facilities by identifying and funding cost-effective energy-efficiency improvements.
- Agencies that have completed or substantially completed projects incorporated savings into their budgets of \$1,712,620 in the 2001 biennium. A total of \$4,798,868 in utility cost savings has been realized through this program since its inception in FY 1994.
- More information regarding this program is in HB 12 and Section F, Long-Range Planning, of this book.

Vacancy Savings

- Vacancy savings of 3 percent was applied to all agencies except those with fewer than 20.00 FTE, to elected officials per se, to university system faculty, to the legislative branch, and to the judicial branch.
- The vacancy savings from the HB 2 base budgets of the affected agencies generated \$13.8 million in FY 2002 and \$15.2 million in FY 2003. In addition, the 3 percent vacancy savings applied to personal services in present law and new proposal decision packages for the same affected agencies generated \$14.2 million and \$14.3 million each year, respectively. The amount realized for application towards funding the recommended HB 13 pay plan for the 2003 biennium is \$57.5 million total funds.
- HB 13 pay plan bill also includes a very important biennial contingency account of \$1 million general fund and \$3 million other funds for agencies that are unable to achieve the 3 percent vacancy savings due to lack of staff turnover and agencies that are unable to absorb the full costs of retirement payouts. A number of agencies are projecting very significant, costly retirements in the 2003 biennium and the executive recommends this contingency, rather than funding individual agencies for unknown projected costs.

Agency Mission, Goals and Objectives

- The mission for each state agency is printed as part of the budget.
- Goals and objectives also are required in accordance with 17-7-111(3)(c), MCA, and are available by agency upon request from the OBPP, Room 277 State Capitol and on the Internet at www2.state.mt.us./budget.

Analysis of Receipts by Fund

- The analysis of receipts by fund required by 17-7-124, MCA, is available on request from the OBPP, Room 277 State Capitol.

ECONOMIC OVERVIEW

The State of Montana's ability to finance the demands for state and local government services, and the increasing needs for additional services, is dependent on the performance of the state, national and world economies. These conditions affect the revenues available to provide services, the cost of their provision and the demand for services.

The executive branch's revenue estimation team prepared the general fund revenue estimates used in providing a balanced executive budget. State law also requires the Revenue and Taxation Committee to adopt a set of revenue assumptions for use in funding legislative programs. The committee will act on their estimates November 17, 2000, which is too late to be considered for use in the Executive Budget. The executive estimates will be presented to the committee to provide a reasonable basis for their deliberations.

The following provides an overview of the key economic conditions and assumptions implicit in the executive revenue estimates. Additional detail is provided in the executive branch's general fund revenue estimating book.

General Overview – The state's economy and tax base over the course of the next few years is dependent in large part on the US and world economies. Recent forecasts from reputable and respected forecasting firms indicate a slowing, but continually growing US economy, and a growing world economy.

In the US, growth in real gross domestic product (GDP) is forecast to slow from the 4-5 percent growth range of the past several years to around 3.5 percent over the next several years. In addition, job growth is anticipated to be slower, and consumer spending is forecast to decline as prices rise faster than earnings.

Forecasters are also calling for a rise in the general level of interest rates over the next several years. Growth in investment is anticipated to decline from the 12-14 percent range to about 6 percent by 2002. Higher interest rates in coming years are anticipated to slow housing starts, which have been driven in large part by 2nd and 3rd homes in recent years. Forecasters also call for a slowdown in the growth of corporate profits.

Worldwide, Asian, European, and Latin American economies are all anticipated to rebound from sluggishness in recent years. Combined with a forecast of a slightly falling dollar, this may bode well for Montana cattle and wheat producers, as exports, including commodities, and commodity prices are anticipated to rise in response to the improving world economy.

The possibility of a general stock market correction, and uncertainty in oil and electricity prices add an element of risk to the general "soft landing" forecast.

Personal Income – Personal income is the most commonly used measure of state economic performance. It is intended to measure the total income of the state residents from wages and salaries; interest and dividends; rental receipts; farm income; and transfer payments. Key components of personal income provide insights about the level of the personal income tax base and the ability of the state residents to consume taxable services.

Total wage and salary income, the largest component of personal income and the income tax base, grew by just 3.84 percent in 1999, the lowest rate of growth in this component since 1987. It is forecast to rebound to growth of 5.2 percent in calendar year 2000; decline to 4.8 percent in 2001; increase to 5.1 percent in 2002; and then decline again to 4.5 percent in 2003. The compound average annual rate of growth in wage and salary income reported on tax returns over the course of the 1990s was 5.43 percent.

Income Tax Simulation Base – The individual income tax estimates are based on calendar year 1999 returns and projected growth rates. The projected growth rates are derived from a variety of sources including Wharton Econometrics Forecasting Associates (WEFA), and the Bureau of Business and Economic Research at the University of Montana. Other growth rates rely on the Montana-specific history of growth in recent years, and growth in population.

Corporate Profits – Corporate License Tax revenue is a very volatile source of revenue for Montana, with the revenue forecasts derived in large part based on forecasts of US corporate profits before tax. WEFA is forecasting the growth rate of US corporate profits to decline substantially over the next few years. Profits grew 8.5 percent in 1999, and are forecast to grow 14.7 percent in 2000. However, this growth rate is forecast to decline to 3.6 percent by 2003. The estimates of corporation license tax revenue reflect this general decline in the growth rate of corporate profits.

ECONOMIC OVERVIEW

Adding uncertainty to corporate profits revenue over the forecast period is the pending sale of many utility properties by the Montana Power Company, which is expected to conclude sales totaling \$1.8 billion in the next year. Extraordinary gains that may accrue from these sales have not been included in revenue estimates at this time.

Property Tax – The property tax base was significantly altered by legislation passed during the 1999 legislative session. Legislation reduced by half the tax rates applied to electric generation property, telecommunications property, and all business equipment (HB 128, HB 174, SB 200); exempted intangible personal property from taxation (SB 111); and implemented 1997 reappraisal values while reducing tax rates applied to residential property (SB 184). Property taxes to the state general fund decreased by 4.23 percent in FY 2000, and are forecast to decline by about 10 percent in FY 2001. Property taxes are expected to remain constant in FY 2002, before growing by about 2.6 percent again in FY 2003.

Interest Rates – The Federal Open Market Committee made no adjustment to interest rates at its October 3 meeting; however, WEFA anticipates the fed will provide for a small increase in rates prior to the end of this year, and that interest rates, in general, will rise over the forecast period.

Short-term interest rates, which primarily affect earnings of short-term investments that include the treasury cash account, are expected to rise in every year until FY 2003. However, treasury cash account interest earnings are expected to decline in FY 2002 and 2003 due to lower account balances available for investing.

Blended long-term rates are forecast to grow over the forecast period. For example, the average rate for 30-year treasury bonds is expected to increase steadily from 5.9 percent in calendar year 1999 to 6.7 percent by calendar year 2003. However, the yield on the state's trust fund bond pool is forecast to remain stable over the forecast period due to the mix of bonds currently in the pool, the timing of when these bonds will mature, and blended yields on new issues will be relatively close to yields on bonds currently in the pool.

Natural Resource Extraction – Montana has historically enjoyed substantial revenues from the extraction of natural resources. While this revenue has declined significantly from the levels of the 1980s due to production, price, and/or tax rate reductions, natural resources taxes are still an important source of state and local revenue. Recent increases in platinum and palladium prices, and the rise in oil and natural gas prices, will increase revenues from natural resource-based taxes over the forecast period, relative to recent years.

GENERAL FUND REVENUE FORECAST

Table 1
General Fund Revenue Forecast
Montana Department of Revenue, November 2000 Forecast

Revenue Source	FY2000	FY2001	FY2002	FY2003
Individual Income Tax	516.262	538.203	568.327	594.473
Property Tax	194.196	174.617	174.107	178.587
Corporation License Tax	90.683	71.033	73.925	75.842
Interest & Income	44.296	48.009	41.739	42.415
Insurance Tax	39.334	40.483	42.106	43.339
Coal Trust Interest Earnings	39.195	38.546	38.546	38.546
Tobacco Settlement Funds	34.804	15.737	19.064	19.505
Other Revenue	20.588	18.663	18.883	18.575
U.S. Mineral Royalties	19.243	21.823	27.117	20.728
Inheritance Tax	19.039	19.382	18.059	10.315
TCA Interest Earnings	16.088	17.850	17.690	17.025
Video Gaming License Fee	13.851	13.843	14.124	15.163
Vehicle Registration Fee	11.716	12.824	11.802	12.078
Oil/NG Production Tax	11.363	14.045	13.178	11.680
Institutional Reimbursements	11.345	11.085	10.493	10.872
Telephone/Telecomm Tax	9.857	24.279	25.951	26.520
Coal Severance Tax	9.502	9.088	9.174	9.295
Cigarette Tax	8.464	8.043	7.900	7.842
Liquor Excise Tax	7.172	7.587	8.019	8.476
Electrical Energy/WET Tax	6.724	8.515	8.712	8.823
Nursing Facility Fees	6.055	5.429	5.273	5.121
Liquor Profits	5.900	5.626	5.973	6.345
Lottery	5.841	6.070	6.164	6.266
Investment Lic and Permits	5.390	6.145	6.678	6.989
Highway Patrol Fines	4.028	4.111	4.192	4.276
Metal Mines Tax	2.703	3.884	4.766	4.337
Driver's License Fee	2.333	2.204	2.243	2.283
Contractor's Gross Rec. Tax	2.162	3.532	3.962	4.239
Rail Car Tax	2.101	1.575	1.558	1.547
Tobacco Tax	2.017	2.073	2.182	2.291
Wine Tax	1.017	1.054	1.098	1.143
Beer Tax	0.370	0.399	0.414	0.430
Total General Fund	1,163.639	1,155.757	1,193.419	1,215.366

Dollar Change	(7.882)	37.662	21.947
Percentage Change	-0.68%	3.26%	1.84%

PROPRIETARY FUNDS DESCRIPTION

Statute does not require enterprise or internal service funds to conform to the same budget development terms and procedures as other funds appropriated by the legislature. In most cases, planned expenditures by the agencies responsible for these accounts are not reviewed or appropriated by the legislature.

However, the executive is required by section 17-7-123, MCA, to submit as part of the budget to the legislature “a report on: enterprise funds . . .including retained earnings and contributed capitol, projected operations and charges, and projected fund balances; and (b) fees and charges in the internal service fund type, including changes in the level of fees and charges, projected use of the fees and charges, and projected fund balances . . .” Any proprietary funds that are appropriated in HB 2 are not included in this report.

Such reports are uniformly compiled and are presented in this section: Proprietary Funds Tables

The enterprise funds (typically funds “060xx”) account for operations that are financed and operated in a manner similar to private enterprise where the intent is to provide goods or services to the general public. Each agency that manages an enterprise fund is prepared to justify and provide documentation for the charges.

The internal service funds (typically funds “065xx”) account for the financing of goods and services provided by one agency to other agencies of state government. Per 17-7-123(6)(b), MCA, “Fees and charges in the internal service fund type must be approved by the legislature in the general appropriations act. Fees and charges in a biennium may not exceed the level approved by the legislature in the general appropriation act effective for that biennium.” The internal service fund tables have listed the rates upon which the legislature must act. Agencies calculated these rates by considering federal guidelines, OMB Circular A-87, since these must apply to federal programs; considering cash flow, working capitol needs, and current and projected fund equity.

The fund tables follow in agency numerical order.

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06019	Library Searches/Rese	2110	Judiciary	Law Library

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	N/A	N/A	N/A	-	-	2,937	2,937	2,937
Increases								
Fee Revenue	-	-	-	-	-	-	-	-
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	26,033	39,899	40,000	40,000	40,000
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	N/A	N/A	N/A	26,033	39,899	40,000	40,000	40,000
(Decreases)								
Personal Services	-	-	-	-	-	-	-	-
Operations	-	-	-	26,033	36,962	40,000	40,000	40,000
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Decreases	N/A	N/A	N/A	26,033	36,962	40,000	40,000	40,000
Adjustments to Beginning Retained Earnings	-	-	-	-	-	-	-	-
Ending Retained Earnings	N/A	N/A	N/A	-	2,937	2,937	2,937	2,937
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	N/A	N/A	N/A	-	2,937	2,937	2,937	2,937
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	N/A	N/A	N/A	4,339	6,160	6,667	6,667	6,667

Fee/Rate Information for Legislative Action:

-----Estimated-----

Authority

Agency Charges (Provided as Information Only for both types of funds -- i.e. the Internal Service Funds [primary service to agencies within state government] and to Enterprise funds [primary service to outside state government]). If applicable, provide authority for the charge.

The law library performs on-line searches/resaearech for public & private entities. The law library is billed by the on-line provider for the air time; the library, in turn, bills the requestor, collects the money and pays the provider.

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06053	Secretary of State Business Services	3201	Secretary of State	Administration

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	338,038	416,089	753,945	1,056,379	956,043	930,368	561,215	598,333
Increases								
Fee Revenue	1,742,615	1,824,747	1,975,218	2,014,400	2,270,142	1,992,468	2,584,000	2,580,000
Investment Earnings	-	-	-	-	47,253	20,000	60,000	40,000
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	46,228	3,633	2,964	25,502	5,094	2,815	4,000	4,000
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	1,788,843	1,828,380	1,978,182	2,039,902	2,322,489	2,015,283	2,648,000	2,624,000
(Decreases)								
Personal Services	938,114	903,728	1,001,344	1,097,045	1,116,944	1,285,136	1,241,491	1,248,981
Operations	708,086	610,322	790,400	1,043,863	1,231,246	1,099,300	1,269,391	1,255,114
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	100,000	100,000
Total Decreases	1,646,200	1,514,050	1,791,744	2,140,908	2,348,190	2,384,436	2,610,882	2,604,095
Adjustments to Beginning Retained Earnings	(64,592)	23,526	115,996	670	26	-	-	-
Ending Retained Earnings	416,089	753,945	1,056,379	956,043	930,368	561,215	598,333	618,238
Total Contributed Capital	175,825	175,825	-	-	-	-	-	-
Total Fund Equity	591,914	929,770	1,056,379	956,043	930,368	561,215	598,333	618,238
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	274,367	252,342	298,624	356,818	391,365	397,406	418,480	417,349

Agency Charges (Information only, since this is an Enterprise Fund)

Various rates are currently published in ARMS or established by the Secretary of State's Office that allow for continued support of the office.

-----Estimated-----

Authority

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06556	Secretary of State Internal Service	3201	Secretary of State	Administration

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	5,198	11,820	(33,404)	102,473	88,573	(48,909)	(95,241)	(120,468)
Increases								
Fee Revenue	458,040	454,495	454,560	497,402	480,184	394,875	418,500	407,350
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	29,554	30,958	27,383	28,109	45,867	42,500	42,500	42,500
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	487,594	485,453	481,943	525,511	526,051	437,375	461,000	449,850
(Decreases)								
Personal Services	262,465	343,044	270,041	331,725	380,129	258,059	240,412	241,793
Operations	189,907	191,532	201,830	207,686	276,699	225,648	245,815	242,981
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Decreases	452,372	534,576	471,871	539,411	656,828	483,707	486,227	484,774
Adjustments to Beginning Retained Earnings	(28,600)	3,899	125,805	-	(6,705)	-	-	-
Ending Retained Earnings	11,820	(33,404)	102,473	88,573	(48,909)	(95,241)	(120,468)	(155,392)
Total Contributed Capital	219,615	219,615	6,129	6,129	6,129	6,129	106,129	106,129
Total Fund Equity	231,435	186,211	108,602	94,702	(42,780)	(89,112)	(14,339)	(49,263)
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	75,395	89,096	78,645	89,902	109,471	80,618	81,038	80,796

Fee/Rate Information for Legislative Action:

-----Estimated-----

Requested Rates for Internal Service Various rates, that allow for continued support of the office, are requested and are currently published in ARMS or established by the Secretary of State's Office.

Report on Internal Service & Enterprise Funds, 2001 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
6099	Advanced Driver's Ed	3501	Office of Public Instruction	Administration

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	-	-	-	-	-	-	33,125	41,378
Increases								
Fee Revenue	-	-	-	-	-	-	139,000	144,000
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	-	-	-	-	-	-	139,000	144,000
(Decreases)								
Personal Services	-	-	-	-	-	-	63,747	64,188
Operations	-	-	-	-	-	-	67,000	73,500
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Decreases	-	-	-	-	-	-	130,747	137,688
Adjustments to Beginning Retained Earnings	-	-	-	-	-	-	-	-
Ending Retained Earnings	-	-	-	-	-	-	41,378	47,690
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	-	-	-	-	-	-	41,378	47,690
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	-	-	-	-	-	-	21,791	22,948

Agency Charges (Provided as Information Only for both types of funds -- i.e. the Internal Service Funds [primary service to agencies within state government] and to Enterprise funds [primary service to outside state government]). If applicable, provide authority for the charge.

Full-Day Workshop/person	\$175-\$200	\$175-\$200
Half-Day Refresher/person	\$115-\$125	\$115-\$125

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06512	Indirect Cost Pool	3501	Office of Public Instruction	Administration

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	40,603	75,301	148,619	101,632	133,712	244,303	300,896	191,350
(Increases)								
Indirect charges-State programs	70,458	39,898	561,480	612,957	672,247	683,760	702,673	702,673
Indirect charges-Federal programs	635,386	598,499	621,095	611,939	667,975	728,003	760,000	760,000
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	350,000	424,818	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	2,855	2,754	-	-	-
Total Increases	1,055,844	1,063,215	1,182,575	1,227,751	1,342,976	1,411,763	1,462,673	1,462,673
(Decreases)								
Personal Services	556,447	542,580	653,446	696,281	724,142	816,225	816,225	753,080
Operations	463,116	447,317	530,641	500,138	508,243	538,945	755,994	697,379
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	1,583	-	-	-	-	-	-	-
Total Decreases	1,021,146	989,897	1,184,087	1,196,419	1,232,385	1,355,170	1,572,219	1,450,459
Adjustments to Beginning Retained Earnings	-	-	(45,475)	748	-	-	-	-
Ending Retained Earnings	75,301	148,619	101,632	133,712	244,303	300,896	191,350	203,564
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	75,301	148,619	101,632	133,712	244,303	300,896	191,350	203,564
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	169,927	164,983	197,348	199,403	205,398	225,862	262,037	241,743

Fee/Rate Information for Legislative Action:

Requested Rates for Internal Service Funds	17%	17%	17%	17%	17%	-----Estimated-----
						of actual costs

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06500/ 06535	Agency Legal Services / Bankruptcy Unit	4110	Department of Justice	Legal Services

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	(22,791)	(85,734)	(157,243)	(110,139)	(63,193)	(56,183)	(78,064)	(61,039)
Increases								
Fee Revenue	607,892	731,616	1,065,307	1,090,375	1,098,841	1,125,600	1,244,463	1,245,004
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	248	61	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	607,892	731,616	1,065,307	1,090,623	1,098,902	1,125,600	1,244,463	1,245,004
(Decreases)								
Personal Services	542,931	656,661	808,159	849,212	877,077	904,263	966,604	972,297
Operations	127,128	145,667	196,185	193,632	214,082	242,513	260,142	259,550
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	776	797	796	833	691	705	692	692
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Decreases	670,835	803,125	1,005,140	1,043,677	1,091,850	1,147,481	1,227,438	1,232,539
Adjustments to Beginning Retained Earnings	-	-	(13,063)	-	(42)	-	-	-
Ending Retained Earnings	(85,734)	(157,243)	(110,139)	(63,193)	(56,183)	(78,064)	(61,039)	(48,574)
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	(85,734)	(157,243)	(110,139)	(63,193)	(56,183)	(78,064)	(61,039)	(48,574)
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	111,806	133,854	167,523	173,946	181,975	191,247	204,573	205,423

Fee/Rate Information for Legislative Action:

						-----Estimated-----		
Requested Rates for Internal Service Funds								
Attorney hourly rate	\$53	\$53	\$62	\$62	\$62	\$62	\$70	\$70
Paralegal hourly rate	\$30	\$30	\$35	\$35	\$35	\$35	\$38	\$38
Bankruptcy								
Information in the above table for FY 1996 and 1997 reflect ALS activity only. In FY 1998, bankruptcy activity is included. The rate increase impacts ALS only.								
Compensated absences of \$112,498 are included in the fund balance.								

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06513 / 06009	MUS Group Insurance Account / MUS Flexible Spending Account	5102	Commissioner of Higher Education	Group Insurance

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	5,206,715	4,223,535	503,180	315,328	4,876,662	6,361,164	6,361,164	6,506,074
Increases								
Fee Revenue	(2,238)	-	-	(57,925)	-	-	-	-
Investment Earnings	400,331	318,504	190,522	225,818	402,456	400,000	400,000	400,000
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	20,278,977	21,215,418	22,063,156	25,719,034	29,278,559	31,706,889	40,969,028	48,996,915
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	20,677,070	21,533,922	22,253,678	25,886,927	29,681,015	32,106,889	41,369,028	49,396,915
(Decreases)								
Personal Services	120,121	118,878	150,428	186,025	153,052	150,334	154,099	154,830
Operations	21,540,129	25,115,317	22,217,187	21,125,617	28,339,383	31,956,555	41,070,019	49,164,808
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	20,082	8,269	13,951	-	-	-	-
Miscellaneous, error correction	-	-	-	-	-	-	-	-
Total Decreases	21,660,250	25,254,277	22,375,884	21,325,593	28,492,435	32,106,889	41,224,118	49,319,638
Adjustments to Beginning Retained Earnings	-	-	(65,646)	-	295,922	-	-	-
Ending Retained Earnings	4,223,535	503,180	315,328	4,876,662	6,361,164	6,361,164	6,506,074	6,583,351
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	4,223,535	503,180	315,328	4,876,662	6,361,164	6,361,164	6,506,074	6,583,351
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	3,610,042	4,209,046	3,729,314	3,554,266	4,748,739	5,351,148	6,870,686	8,219,940

Fee/Rate Information for Legislative Action:

Requested Rates for Internal Service Funds	xxxx	xxxx	xxxx	xxxx	See below	See below	See below	See below
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-----Estimated-----

Because certain employee benefit plans require a large number of individual premiums for a variety of benefit options, because the portion of these premiums paid by the state is statutorily established in 2-18-703, and because the employee-paid portion of these premiums must be adjusted from time to time to maintain employee group benefit plans on an actuarially sound basis, the legislature defines rates and fees for Montana university system employee benefit programs to mean the state contribution toward employee group benefits defined in 2-18-703 and the employee contribution toward employee group benefits necessary to maintain the employee group benefit plans on an actuarially sound basis.

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06501	Fund Name Duplicating Center	Agency Number 5201	Agency Name Fish, Wildlife & Parks	Program Name Administration
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	10,386	16,598	14,566	19,903	10,073	23,842	21,177	15,846
Increases								
Fee Revenue	76,158	63,416	83,186	63,456	73,958	74,000	76,000	76,000
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	76,158	63,416	83,186	63,456	73,958	74,000	76,000	76,000
(Decreases)								
Personal Services	22,806	24,351	25,622	26,669	27,139	28,299	29,148	30,022
Operations	47,140	40,837	49,625	46,617	33,067	48,366	52,183	56,115
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	260	1,916	-	-	-	-	-
Total Decreases	69,946	65,448	77,163	73,286	60,206	76,665	81,331	86,137
Adjustments to Beginning Retained Earnings	-	-	(686)	-	17	-	-	-
Ending Retained Earnings	16,598	14,566	19,903	10,073	23,842	21,177	15,846	5,709
Total Contributed Capital	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Total Fund Equity	41,598	39,566	44,903	35,073	48,842	46,177	40,846	30,709
Reserved For Equipment	6,255	5,995	20,335	14,928	18,897	16,531	14,165	11,799
Reserved for Inventory	6,576	8,849	10,371	9,152	16,361	14,000	14,000	14,000
Unreserved Fund Balance	28,767	24,722	14,197	10,993	13,584	15,646	12,681	4,910
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	11,658	10,865	12,541	12,214	10,034	12,778	13,555	14,356

Fee/Rate Information for Legislative Action:

Requested Rates for Internal Service Funds

-----Estimated-----

Fixed rate is requested, per service provided. See "Rate Explanation"

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06502	Equipment Enterprise Fund	5201	Fish, Wildlife & Parks	Administration

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	4,035,034	4,455,229	4,540,892	3,091,897	4,435,304	4,021,813	3,880,534	3,982,351
Increases								
Fee Revenue	1,443,747	1,582,393	1,520,730	1,273,769	1,169,552	1,403,098	1,705,101	1,935,261
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	208,810	184,160	-	189,223	255,438	260,000	250,000	250,000
Miscellaneous, operating	2	-	-	-	1	-	-	-
Miscellaneous, other	105,538	-	127,885	25,780	-	-	-	-
Total Increases	1,758,097	1,766,553	1,648,615	1,488,772	1,424,991	1,663,098	1,955,101	2,185,261
(Decreases)								
Personal Services	45,731	55,250	52,474	57,213	57,639	59,368	61,474	61,861
Operations	1,292,171	1,604,166	1,422,134	1,248,880	765,044	1,620,009	1,666,810	1,715,482
Transfers Out	-	1,220	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	8,394	-	-	208,291	125,000	125,000	125,000
Total Decreases	1,337,902	1,669,030	1,474,608	1,306,093	1,030,974	1,804,377	1,853,284	1,902,343
Adjustments to Beginning Retained Earnings	-	(11,860)	(1,623,002)	1,160,728	(807,508)	-	-	-
Ending Retained Earnings	4,455,229	4,540,892	3,091,897	4,435,304	4,021,813	3,880,534	3,982,351	4,265,269
Total Contributed Capital	394,234	624,234	2,238,923	2,381,987	2,381,987	2,381,987	2,381,987	2,381,987
Total Fund Equity	4,849,463	5,165,126	5,330,820	6,817,291	6,403,800	6,262,521	6,364,338	6,647,256
Reserved for Vehicles	4,184,255	4,272,652	4,725,402	5,594,166	6,538,585	6,688,585	6,838,585	6,988,585
Unreserved Fund Balance	665,208	892,474	605,418	1,223,125	(134,785)	(426,065)	(474,247)	(341,329)
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	222,984	276,569	245,768	217,682	137,114	279,896	288,047	296,224

Fee/Rate Information for Legislative Action:

Requested Rates for Internal Service Funds	-----Estimated----- See "Vehicle and Aircraft Rates" Table
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Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06503	Fund Name F & G Warehouse Inventory	Agency Number 5201	Agency Name Fish, Wildlife & Parks	Program Name Administration
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	119,446	148,863	139,628	125,693	129,256	92,487	89,519	89,351
Increases								
Fee Revenue	147,632	85,833	70,293	66,263	85,074	86,104	96,300	96,300
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	147,632	85,833	70,293	66,263	85,074	86,104	96,300	96,300
(Decreases)								
Personal Services	2,631	3,703	(216)	-	-	-	-	-
Operations	115,584	91,365	84,444	62,700	109,098	89,072	96,468	96,662
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Decreases	118,215	95,068	84,228	62,700	109,098	89,072	96,468	96,662
Adjustments to Beginning Retained Earnings	-	-	-	-	(12,745)	-	-	-
Ending Retained Earnings	148,863	139,628	125,693	129,256	92,487	89,519	89,351	88,989
Total Contributed Capital	85,450	85,450	85,450	85,450	85,450	85,450	85,450	85,450
Total Fund Equity	234,313	225,078	211,143	214,706	177,937	174,969	174,801	174,439
Reserved for Inventory	159,567	175,072	159,667	168,819	168,492	165,000	165,000	165,000
Unreserved Fund Balance	74,746	50,006	51,476	45,887	9,445	9,969	9,801	9,439
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	19,703	15,845	14,038	10,450	18,183	14,845	16,078	16,110

Fee/Rate Information for Legislative Action:

Requested Rates for Internal Service Funds	6%	6%	6%	6%	4%	4%	7%	7%
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Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06509	Fund Name DEQ Indirects	Agency Number 5301	Agency Name Department of Environmental Quality	Program Name Management
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	561,725	294,650	58,455	(301)	14,118	151,529	137,763	137,763
Increases								
Fee Revenue	1,023,676	1,005,312	1,324,354	1,383,709	1,543,756	1,620,997	2,004,137	1,893,402
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	6,723	1,088,984	993,515	1,392,706	1,315,754
Miscellaneous, other	837,553	674,564	811,228	894,948	-	-	-	-
Total Increases	1,861,229	1,679,876	2,135,582	2,285,380	2,632,740	2,614,512	3,396,843	3,209,156
(Decreases)								
Personal Services	1,397,731	1,374,925	1,419,257	1,624,247	1,679,310	1,846,294	2,138,064	2,149,830
Operations	435,361	496,867	682,591	644,650	742,135	781,984	1,258,779	1,059,326
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	914	25,964	-	-	-	-	-
Total Decreases	1,833,092	1,872,706	2,127,812	2,268,897	2,421,445	2,628,278	3,396,843	3,209,156
Adjustments to Beginning Retained Earnings	(295,212)	(43,365)	(66,526)	(2,064)	(73,884)	-	-	-
Ending Retained Earnings	294,650	58,455	(301)	14,118	151,529	137,763	137,763	137,763
Total Contributed Capital	242,108	295,568	269,231	270,708	270,708	270,708	270,708	270,708
Total Fund Equity	536,758	354,023	268,930	284,826	422,237	408,471	408,471	408,471
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	305,515	311,965	350,308	378,150	403,574	438,046	566,141	534,859

Fee Rate Information for Legislative Action:

						-----Estimated-----		
Requested Rates for Internal Service Funds	18.16%	16.72%	19.50%	18.92%	20.70%	20.30%	24.00%	24.00%

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06007	West Yellowstone Airport	5401	Department of Transportation	Aeronautics

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03	
Beginning Retained Earnings	244,515	(702,623)	(673,792)	(660,344)	(641,200)	(589,642)	(580,250)	(557,425)	
Increases									
Fee Revenue	9,322	34,323	43,516	41,868	8,341	8,000	8,000	8,000	
Investment Earnings	-	-	-	-	-	-	-	-	
Transfers In	17,115	30,166	16,199	18,100	-	-	-	-	
Miscellaneous, operating	78,273	56,140	57,149	60,997	129,432	133,300	130,000	130,000	
Miscellaneous, other (Note 1)	-	-	-	-	-	94,703	-	-	
Total Increases	104,710	120,629	116,864	120,965	137,773	236,003	138,000	138,000	
(Decreases)									
Personal Services	27,293	39,774	38,346	36,120	38,821	28,555	49,752	50,069	
Operations	104,260	52,024	56,207	65,701	42,414	198,056	65,423	65,343	
Transfers Out	-	-	-	-	-	-	-	-	
Miscellaneous, operating	-	-	-	-	-	-	-	-	
Miscellaneous, other	-	-	1,029	-	-	-	-	-	
Total Decreases	131,553	91,798	95,582	101,821	81,235	226,611	115,175	115,412	
Adjustments to Beginning Retained Earnings	(920,295)	-	(7,834)	-	(4,980)	-	-	-	
Ending Retained Earnings	(702,623)	(673,792)	(660,344)	(641,200)	(589,642)	(580,250)	(557,425)	(534,837)	
Total Contributed Capital	1,346,111	1,351,111	1,345,111	1,345,111	1,345,111	1,345,111	1,345,111	1,345,111	
Total Fund Equity (Note 2)	643,488	677,319	684,767	703,911	755,469	764,861	787,686	810,274	
Unreserved Fund Balance									
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	21,926	15,300	15,759	16,970	13,539	37,769	19,196	19,235	

Note 1: Federal grant funds for airport facility/apron maintenance and upgrades

Note 2: The runway and related improvements are not included. To date these have been viewed as infrastructure and are not recorded on SABHRS.

Fee/Rate for Legislative Action: NA - this is an Enterprise Fund

FEE/CHARGE DESCRIPTION	FY96	FY97	FY98	FY99	FY00	FY01	Estimated FY02	Estimated FY03	AUTHORITY
	FEE/CHARGE	FEE/CHARGE	FEE/CHARGE	FEE/CHARGE	FEE/CHARGE	FEE/CHARGE	FEE/CHARGE	FEE/CHARGE	
Landing Fees - Scheduled Air Carriers	\$0.50/1000 lbs	\$0.50/1000 lbs	\$0.50/1000 lbs	\$0.50/1000 lbs	\$0.50/1000 lbs	\$0.50/1000 lbs	\$0.50/1000 lbs	\$0.50/1000 lbs	Market Based
Landing Fees - Other Uses	11,000-31,250 lbs	\$25	\$25	\$25	\$25	\$25	\$25	\$25	Market Based
Landing Fees - Other Uses	>31,250 lbs	\$0.80/1000 lbs	\$0.80/1000 lbs	\$0.80/1000 lbs	\$0.80/1000 lbs	\$0.80/1000 lbs	\$0.80/1000 lbs	\$0.80/1000 lbs	Market Based
Fuel Flowage Fees (0015)		\$0.06/gallon	\$0.06/gallon	\$0.06/gallon	\$0.06/gallon	\$0.06/gallon	\$0.06/gallon	\$0.06/gallon	Market Based
Building Leases - Car Rental	per month	\$1.55/sq.ft.	\$1.55/sq.ft.	\$1.55/sq.ft.	\$1.55/sq.ft.	\$1.55/sq.ft.	\$1.55/sq.ft.	\$1.55/sq.ft.	Market Based
Building Leases - FBO's & Tours	per month	\$1.2975/sq.ft.	\$1.2975/sq.ft.	\$1.2975/sq.ft.	\$1.2975/sq.ft.	\$1.2975/sq.ft.	\$1.2975/sq.ft.	\$1.2975/sq.ft.	Market Based
Building Leases - Airlines	per month	\$1.8908/sq.ft.	\$1.8908/sq.ft.	\$1.8908/sq.ft.	\$1.8908/sq.ft.	\$1.8908/sq.ft.	\$1.8908/sq.ft.	\$1.8908/sq.ft.	Market Based
Building Leases - U/G Storage	per month	\$0.025/sq. ft.	\$0.025/sq. ft.	\$0.025/sq. ft.	\$0.025/sq. ft.	\$0.025/sq. ft.	\$0.025/sq. ft.	\$0.025/sq. ft.	Market Based
Building Leases - Hanger Ground	per year	\$0.05/sq.ft.	\$0.05/sq.ft.	\$0.05/sq.ft.	\$0.05/sq.ft.	\$0.05/sq.ft.	\$0.05/sq.ft.	\$0.05/sq.ft.	Market Based
Tax Transfer		\$15,000 est.	\$15,000 est.	\$15,000 est.	\$15,000 est.	\$15,000 est.	\$15,000 est.	\$15,000 est.	15-23-106 MCA
Sales Receipts - Car Rental		10% of gross	10% of gross	10% of gross	10% of gross	10% of gross	10% of gross	10% of gross	Market Based
Sales Receipts - Cafe/Gift Shop		5% of gross	5% of gross	5% of gross	5% of gross	5% of gross	5% of gross	5% of gross	Market Based
Miscellaneous Sales		Various	Various	Various	Various	Various	Various	Various	Market Based
Non-Aero Rentals - Nevada Testing	per year (Note 3)	\$5,400/year	Prior yr + CPI-U	Prior yr + CPI-U	Prior yr + CPI-U	\$17,200/yr	\$10,270/yr	Prior yr + CPI-U	Market Based
Non-Aero Rentals - City of WYS	per year	\$4,600/year	\$9,600/year	\$9,600/year	\$9,600/year	\$9,600/yr	\$9,600/year	\$9,600/year	Market Based
Non-Aero Rentals - Energy West	per year/acre (Note 4)	\$2,375/acre	Prior yr + CPI-U	Prior yr + CPI-U	Prior yr + CPI-U	\$10,493/yr	\$10,776/yr	Prior yr + CPI-U	Market Based

Note 3: The normal base fee is \$10,000 plus CPI-U, but in FY2000 there was a one-time excessive use for an additional \$7,200.

Note 4: Beginning in FY 2001, CPI-U is assumed to be 2.7% per year for estimating purposes.

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06506	Fund Name Motor Pool - Internal Service	Agency Number 5401	Agency Name Department of Transportation	Program Name Maintenance
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	1,173,725	1,168,189	1,174,795	1,118,590	1,372,393	1,949,363	1,949,363	2,618,689
Increases								
Fee Revenue	806,915	895,273	1,531,161	2,358,610	3,430,397	2,786,737	4,117,774	4,901,378
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	33,510	194,949	-	-	5,182	152,359	150,000	150,000
Total Increases	840,425	1,090,222	1,531,161	2,358,610	3,435,579	2,939,096	4,267,774	5,051,378
(Decreases)								
Personal Services	169,812	175,502	203,622	224,626	204,463	219,396	238,258	245,406
Operations	676,149	885,198	1,109,032	1,504,180	2,398,824	2,286,590	2,809,952	3,147,135
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	22,916	211,880	377,199	393,058	433,110	550,238	577,714
Miscellaneous, other	-	-	46,753	1,862	22,895	-	-	-
Total Decreases	845,961	1,083,616	1,571,287	2,107,867	3,019,240	2,939,096	3,598,448	3,970,255
Adjustments to Beginning Retained Earnings	-	-	(16,079)	3,060	160,631	-	-	-
Ending Retained Earnings	1,168,189	1,174,795	1,118,590	1,372,393	1,949,363	1,949,363	2,618,689	3,699,812
Total Contributed Capital	1,302,905	10,086	10,086	-	-	-	-	-
Total Fund Equity	2,471,094	1,184,881	1,128,676	1,372,393	1,949,363	1,949,363	2,618,689	3,699,812
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	140,994	180,603	254,089	351,001	499,391	489,849	599,741	661,709

Fee/Rate Information for Legislative Action:

-----Estimated-----

Requested Rates for Internal Service

Class	Description	Assigned Rental Hours	2002		2003	
			Rate Per HR. Assigned	Per Mile Operated	Rate Per HR. Assigned	Per Mile Operated
02	Small Utilities	2920	1.597	0.022	1.600	0.022
04	Large Utilities	2920	2.116	0.056	2.335	0.056
06	Passenger Cars	2920	1.501	0.054	1.643	0.054
07	Small or Std Size	2920	1.270	0.30	1.260	0.030
11	Large 4X4 Pickup	2920	1.832	0.056	2.334	0.056
12	Vans	2920	1.449	0.071	1.632	0.071

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06508	Fund Name Highway Equipment - Internal Service	Agency Number 5401	Agency Name Department of Transportation	Program Name Equipment
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	39,849,293	39,506,641	40,427,974	38,748,613	39,935,458	28,331,024	28,425,921	28,870,115
Increases								
Fee Revenue	13,445,869	16,570,149	14,558,757	16,116,523	15,543,287	16,809,659	18,985,695	19,051,232
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	310,525	189,916	123,333	68,941	2,015	-	-	-
Miscellaneous, other	264,419	182,718	403,229	104,951	136,764	100,000	100,000	100,000
Total Increases	14,020,813	16,942,783	15,085,319	16,290,415	15,682,066	16,909,659	19,085,695	19,151,232
(Decreases)								
Personal Services	4,123,205	4,319,740	4,390,961	4,609,577	4,919,629	4,985,991	5,157,491	5,186,658
Operations	10,208,680	11,701,710	10,212,998	10,497,393	12,226,870	11,828,771	13,484,010	13,489,132
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	16,131	-	-	-
Total Decreases	14,331,885	16,021,450	14,603,959	15,106,970	17,162,630	16,814,762	18,641,501	18,675,790
Adjustments to Beginning Retained Earnings	(31,580)	-	(2,160,721)	3,400	(10,123,870)	-	-	-
Ending Retained Earnings	39,506,641	40,427,974	38,748,613	39,935,458	28,331,024	28,425,921	28,870,115	29,345,557
Total Contributed Capital	1,957,155	2,600,979	2,670,817	2,796,642	7,138,843	19,248,692	19,248,692	19,248,692
Total Fund Equity	41,463,796	43,028,953	41,419,430	42,732,100	35,469,867	47,674,613	48,118,807	48,594,249
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	2,388,648	2,670,242	2,433,993	2,517,828	2,857,750	2,802,460	3,106,917	3,112,632

Fee/Rate Information for Legislative Action:

-----Estimated-----

Requested Rates for Internal Service Funds

The fee charges will not be done till the actual Fiscal Year the rates pertain to. These rates will be supported by the EMS system. This same procedure has been used current with past practice.
The Equipment program may charge rates necessary to establish and maintain a 60 day working capital balance to operate the program.

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06538	Air Operations	5706	DNRC	Forestry

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	204,702	244,710	365,319	152,812	322,076	147,145	141,885	134,188
Increases								
Fee Revenue	178,412	448,274	211,562	539,149	402,563	512,690	543,690	543,690
Investment Earnings	0	0	0					
Transfers In	337,500	403,136	355,419	343,419	355,419	355,419	389,169	389,169
Miscellaneous, operating	0	0	0		162			
Miscellaneous, other	0	0	0					
Total Increases	515,912	851,410	566,981	882,568	758,144	868,109	932,859	932,859
(Decreases)								
Personal Services	226,534	235,537	287,012	282,443	259,884	258,110	265,020	266,163
Operations	236,458	495,264	468,629	430,861	673,188	606,146	666,423	669,698
Transfers Out	0	0	0					
Miscellaneous, operating	0	0	0					
Miscellaneous, other	0	0	0			9,113	9,113	9,113
Total Decreases	462,992	730,801	755,641	713,304	933,072	873,369	940,556	944,974
Adjustments to Beginning Retained Earnings	(12,912)	0	(23,847)		(2)			
Ending Retained Earnings	244,710	365,319	152,812	322,076	147,145	141,885	134,188	122,073
Total Contributed Capital	0	0	0					
Total Fund Equity	244,710	365,319	152,812	322,076	147,145	141,885	134,188	122,073
Unreserved Fund Balance								

60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	77,165	121,800	125,940	118,884	155,512	145,562	156,759	157,496
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Fee/Rate Information for Legislative Action:

	-----Estimated-----		
Requested Rates for Internal Service Funds			
Cessna Aircraft	\$90	\$95	\$95
Bell 206 Helicopter	\$345	\$355	\$355
UH-1 Helicopter	\$850	\$875	\$875

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06554	Fund Name Customer Service Center	Agency Number 5801	Agency Name Department of Revenue	Program Name Customer Service Center
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	(9,804)	26,954	64,085	32,998	24,550	(1,284,764)	(1,284,764)	(623,607)
Increases								
Fee Revenue	258,640	267,348	204,247	174,157	6,339,079	7,939,308	9,001,779	9,242,446
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	357	87	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	258,640	267,348	204,247	174,514	6,339,166	7,939,308	9,001,779	9,242,446
(Decreases)								
Personal Services	163,720	144,045	159,135	130,304	4,906,825	4,937,448	4,988,176	5,140,912
Operations	59,640	86,172	77,725	52,658	2,395,449	2,658,325	3,011,520	3,020,025
Transfers Out	-	-	-	-	345,756	343,535	340,926	294,566
Miscellaneous, operating	-	-	-	-	455	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Decreases	223,360	230,217	236,860	182,962	7,648,485	7,939,308	8,340,622	8,455,503
Adjustments to Beginning Retained Earnings	1,478	-	1,526	-	5	-	-	-
Ending Retained Earnings	26,954	64,085	32,998	24,550	(1,284,764)	(1,284,764)	(623,607)	163,336
Total Contributed Capital	4,820	4,628	-	-	533,364	-	-	-
Total Fund Equity	31,774	68,713	32,998	24,550	(751,400)	(1,284,764)	(623,607)	163,336
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	37,227	38,370	39,477	30,494	1,217,122	1,265,962	1,333,283	1,360,156

Fee/Rate Information for Legislative Action:

					-----Estimated-----	
Requested Rates for Internal Service Funds	xxxx	xxxx				
One-Stop				4.51	4.51	5.29
Forms Design				-	-	461.00
Call Center				-	-	3.58
Liquor License				-	-	225.00
Licensing/Registration				-	-	8.10
Input Manual Cash				1.21	1.21	2.10
Input Mail				0.19	0.19	0.20
Outgoing Mail				0.19	0.19	0.41
E-File/T-File				-	-	0.0014
Capture Image				3.91	3.91	0.0134
Capture Paper				4.97	4.97	1.97
Validation				0.18	0.18	0.28
Retention - Record Processing				0.21	0.21	0.53
Retention - Record Storage				0.21	0.21	0.04
Warrant Writing/Mailing				-	-	0.72
Manual Coupon				-	-	1.00
Coupon Payment				0.25	0.25	0.46
Unclaimed Property Commission				-	-	11%
Accounts Receivables Commission				10%	10%	11%

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06027	Flexible Spending Funds	6101	Department of Administration	Personnel

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	N/A	-	79,803	376,914	323,914	116,024	120,314	123,520
Increases								
Fee Revenue	-	74,481	72,379	77,446	86,043	98,700	111,549	127,574
Investment Earnings	-	-	58	-	3,823	6,000	6,000	6,000
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	2,541,164	4,882,141	5,050,284	3,244,249	3,661,300	4,249,090	4,928,943
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	N/A	2,615,645	4,954,578	5,127,730	3,334,115	3,766,000	4,366,639	5,062,517
(Decreases)								
Personal Services	-	-	-	-	-	-	-	-
Operations	-	2,535,842	4,711,055	5,180,730	3,246,104	3,761,710	4,363,433	5,059,311
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	58	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Decreases	N/A	2,535,842	4,711,113	5,180,730	3,246,104	3,761,710	4,363,433	5,059,311
Adjustments to Beginning Retained Earnings	-	-	53,646	-	(295,901)	-	-	-
Ending Retained Earnings	N/A	79,803	376,914	323,914	116,024	120,314	123,520	126,726
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	N/A	79,803	376,914	323,914	116,024	120,314	123,520	126,726
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	N/A	422,640	785,186	863,455	541,017	626,952	727,239	843,219

Fee/Rate Information for Legislative Action:

-----Estimated-----

Requested Rates for Internal Service Funds

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06066	Surplus Property	6101	Department of Administration	

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	-	207,995	344,562	313,415	280,553	143,760	146,031	174,655
Increases								
Fee Revenue	837,222	767,530	533,666	472,048	397,991	549,137	554,684	548,235
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	257	2	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	837,222	767,530	533,666	472,305	397,993	549,137	554,684	548,235
(Decreases)								
Personal Services	280,568	244,430	225,443	223,563	216,220	233,639	256,175	257,624
Operations	400,100	374,522	331,753	281,604	259,024	313,227	269,885	272,817
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	2,036	1,065	-	-	-	-	-	-
Miscellaneous, other	4,202	10,946	2,835	-	-	-	-	-
Total Decreases	686,906	630,963	560,031	505,167	475,244	546,866	526,060	530,441
Adjustments to Beginning Retained Earnings	57,679	-	(4,782)	-	(59,542)	-	-	-
Ending Retained Earnings	207,995	344,562	313,415	280,553	143,760	146,031	174,655	192,449
Total Contributed Capital	300,163	693,873	284,849	284,262	799,476	500,000	450,000	400,000
Total Fund Equity	508,158	1,038,435	598,264	564,815	943,236	646,031	624,655	592,449
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	113,784	103,336	92,866	84,195	79,207	91,144	87,677	88,407

Fee/Rate Information for Legislative Action:

-----Estimated-----

Requested Rates for Internal Service Funds

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06504	Fund Name Legal Services	Agency Number 6101	Agency Name Department of Administration	Program Name Management Support
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	(14,572)	(3,588)	(9,358)	(8,123)	(18,325)	(22,602)	(31,274)	(22,200)
Increases								
Fee Revenue	99,245	101,923	55,115	54,830	91,024	91,144	113,215	113,215
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	5	-	12	75	75	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	99,250	101,923	55,127	54,905	91,099	91,144	113,215	113,215
(Decreases)								
Personal Services	78,595	98,630	46,417	58,656	88,521	90,816	93,540	96,346
Operations	8,757	9,063	5,729	6,451	8,861	9,000	10,601	10,750
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	914	-	-	-	-	-	-	-
Total Decreases	88,266	107,693	52,146	65,107	97,382	99,816	104,141	107,096
Adjustments to Beginning Retained Earnings	-	-	(1,746)	-	2,006	-	-	-
Ending Retained Earnings	(3,588)	(9,358)	(8,123)	(18,325)	(22,602)	(31,274)	(22,200)	(16,081)
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	(3,588)	(9,358)	(8,123)	(18,325)	(22,602)	(31,274)	(22,200)	(16,081)
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	14,559	17,949	8,691	10,851	16,230	16,636	17,357	17,849

Fee/Rate Information for Legislative Action:

	-----Estimated-----	
Funds	FY2002	FY2003
Requested Rates for Internal Service		
Teachers' Retirement	22,643	22,673
Personnel Division	29,436	29,475
Risk Management & Tort Defense	2264	2267
General Services	7,925	7,935
Architecture & Engineering	20,379	20,406
Information Services	30,568	30,608
Totals	113,215	113,364

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06522	Fund Name ISD Proprietary	Agency Number 6101	Agency Name Department of Administration	Program Name ISD
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	6,693,147	8,633,883	3,081,853	1,151,133	855,210	(5,918,008)	1,540,828	1,961,610
Increases								
Fee Revenue	22,529,518	18,265,611	22,372,396	23,593,484	29,495,486	27,960,214	31,367,711	31,135,528
Investment Earnings	-	-	-	6,985	-	-	-	-
Transfers In	96,533	95,666	2,628	-	-	-	-	-
Miscellaneous, operating	13,250	5,056	118,546	109,558	8,773	-	-	-
Miscellaneous, other	-	-	-	-	42,938	-	-	-
Total Increases	22,639,301	18,366,333	22,493,570	23,710,027	29,547,197	27,960,214	31,367,711	31,135,528
(Decreases)								
Personal Services	5,024,010	5,555,802	6,191,844	7,038,034	8,804,442	8,383,253	9,135,264	9,408,437
Operations	14,629,948	17,875,918	16,812,839	17,873,219	26,755,886	20,441,938	21,811,665	21,660,277
Transfers Out	-	-	61,816	-	44,430	-	-	-
Miscellaneous, operating	68,912	265,284	135,657	242,127	189,107	-	-	-
Miscellaneous, other	962,700	221,359	164,792	148,404	168,077	-	-	-
Total Decreases	20,685,570	23,918,363	23,366,948	25,301,784	35,961,942	28,825,191	30,946,929	31,068,714
Adjustments to Beginning Retained Earnings	(12,995)	-	(1,057,342)	1,295,834	(358,472)	8,323,813	-	-
Ending Retained Earnings	8,633,883	3,081,853	1,151,133	855,210	(5,918,008)	1,540,828	1,961,610	2,028,424
Total Contributed Capital	1,752,942	1,670,548	1,592,495	1,592,495	1,592,495	1,592,495	1,592,495	1,592,495
Total Fund Equity	10,386,825	4,752,401	2,743,628	2,447,705	(4,325,513)	3,133,323	3,554,105	3,620,919
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	3,287,145	3,949,501	3,856,723	4,192,230	5,958,239	4,804,199	5,157,822	5,178,119

Fee/Rate Information for Legislative Action:

Requested Rates for Internal Service Funds	xxxx	xxxx	Ability to charge various rates in order to maintain 60-day working capital, except that the desktop services rate may not exceed \$73.50 per connection per month or the amount that was budgeted in an agency budget, whichever is more.					
			-----Estimated-----					
			Adjustment to Beginning Retained Earnings in FY 2001 of \$8,323,813 is to correct depreciation posted in error in FY 2000. See FY 2001 Journal ISD4. 8/1/00.					

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06523	Fund Name Mail & Messenger	Agency Number 6101	Agency Name Department of Administration	Program Name Mail & Distribution
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	196,978	320,879	371,255	340,732	508,181	792,353	569,353	552,304
Increases								
Fee Revenue	3,576,308	3,357,538	3,234,671	3,506,098	3,687,701	3,253,764	3,619,227	3,616,809
Investment Earnings	3	1	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	606	779	-	-	-
Miscellaneous, other	-	578	-	-	-	-	-	-
Total Increases	3,576,311	3,358,117	3,234,671	3,506,704	3,688,480	3,253,764	3,619,227	3,616,809
(Decreases)								
Personal Services	308,037	307,556	365,254	374,479	402,488	402,570	418,214	420,173
Operations	3,134,504	2,995,394	2,860,360	2,942,307	2,963,902	3,017,438	3,147,593	3,142,196
Transfers Out	-	-	-	-	-	56,756	70,469	52,244
Miscellaneous, operating	8,823	4,791	1,178	4,485	35,768	-	-	-
Miscellaneous, other	1,046	-	-	17,984	500	-	-	-
Total Decreases	3,452,410	3,307,741	3,226,792	3,339,255	3,402,658	3,476,764	3,636,276	3,614,613
Adjustments to Beginning Retained Earnings	-	-	(38,402)	-	(1,650)	-	-	-
Ending Retained Earnings	320,879	371,255	340,732	508,181	792,353	569,353	552,304	554,500
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	320,879	371,255	340,732	508,181	792,353	569,353	552,304	554,500
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	575,227	551,290	537,799	553,545	567,026	570,001	594,301	593,728

Fee/Rate Information for Legislative Action:

Requested Rates for Internal Service Funds	xxxx	xxxx	-----Estimated----- The Central Mail Program requests a 60-day working capital reserve, except for the rate for interagency mail. The legislature defined the rate for interagency mail to mean the total amount allocated for interagency mail charges in the fixed cost portion of agency budgets.					
Deadhead - allocated in Fixed Portion of Agency Budgets			\$157,157	\$157,157	\$163,704	\$163,704	\$171,655	\$171,655

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06525	Fund Name Intergovernmental Training	Agency Number 6101	Agency Name Department of Administration	Program Name Personnel
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	35,497	25,163	2,402	9,059	(11,506)	(11,181)	(35)	3,323
Increases								
Fee Revenue	188,389	188,475	203,399	176,422	235,806	231,732	238,380	239,654
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	140	272	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	188,389	188,475	203,399	176,562	236,078	231,732	238,380	239,654
(Decreases)								
Personal Services	125,155	133,289	93,547	133,169	140,511	138,633	140,258	140,956
Operations	70,875	77,947	95,566	63,958	95,258	81,953	94,764	94,621
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	2,693	-	-	-	-	-	-	-
Total Decreases	198,723	211,236	189,113	197,127	235,769	220,586	235,022	235,577
Adjustments to Beginning Retained Earnings	-	-	(7,629)	-	16	-	-	-
Ending Retained Earnings	25,163	2,402	9,059	(11,506)	(11,181)	(35)	3,323	7,400
Total Contributed Capital	1,036	1,036	600	600	600	600	600	600
Total Fund Equity	26,199	3,438	9,659	(10,906)	(10,581)	565	3,923	8,000
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	32,672	35,206	31,519	32,855	39,295	36,764	39,170	39,263

Fee/Rate Information for Legislative Action:

						-----Estimated-----		
Requested Rates for Internal Service Funds	\$40.00	\$40.00	\$44.17	\$45.43	\$50.91	\$52.84	\$113.00	\$113.00
					per hour			

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06528 /	Rent And Maintenance /	6101	Department of Administration	General Services
06541	Grounds Maintenance	5201	Department of Fish, Wildlife & Parks	Parks

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	570,076	1,193,501	939,754	985,457	856,866	471,636	263,477	300,080
Increases								
Fee Revenue	4,416,982	4,559,982	4,793,200	5,051,207	5,455,290	5,597,097	6,133,074	6,235,764
Investment Earnings	-	-	-	156	-	-	-	-
Transfers In	53,465	21,860	58,800	58,801	44,430	-	-	-
Miscellaneous, operating	4,182	25	-	832	1,131	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	4,474,629	4,581,867	4,852,000	5,110,996	5,500,851	5,597,097	6,133,074	6,235,764
(Decreases)								
Personal Services	776,878	801,358	841,431	906,244	960,708	952,360	1,069,235	1,074,521
Operations	3,071,657	3,778,184	3,586,529	4,242,635	4,479,736	4,852,896	5,027,236	5,083,433
Transfers Out	-	102,088	322,487	92,000	328,047	-	-	-
Miscellaneous, operating	-	50,000	-	-	-	-	-	-
Miscellaneous, other	2,669	1,378	92	33	14,361	-	-	-
Total Decreases	3,851,204	4,733,008	4,750,539	5,240,912	5,782,852	5,805,256	6,096,471	6,157,954
Adjustments to Beginning Retained Earnings	-	(102,606)	(55,758)	1,325	(103,229)	-	-	-
Ending Retained Earnings	1,193,501	939,754	985,457	856,866	471,636	263,477	300,080	377,890
Total Contributed Capital	109,588	5,837	4,587	4,587	4,587	4,587	4,587	4,587
Total Fund Equity	1,303,089	945,591	990,044	861,453	476,223	268,064	304,667	382,477
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	641,423	771,590	737,993	858,147	906,741	967,543	1,016,079	1,026,326

Fee/Rate Information for Legislative Action:

Requested Rates for Internal Service Funds	06528	06541	Authority
Rent & Maint.	\$4.616/psf	\$4.789/psf	2-17-101
Grounds Maint.	\$0.3446/psf	\$0.3446/psf	2-17-111
			2-17-811

psf= Annual per square foot cost

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06530	Fund Name Publications & Graphics	Agency Number 6101	Agency Name Department of Administration	Program Name Procurement & Publications
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	1,323,788	1,259,002	1,253,238	1,104,978	1,135,694	1,047,846	772,919	697,524
Increases								
Fee Revenue	6,392,741	6,454,867	6,212,956	5,464,557	5,312,666	6,498,100	5,736,992	6,074,862
Investment Earnings	-	-	-	594	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	50	1,267	1,569	-	-	-
Miscellaneous, other	-	13,148	-	-	-	-	-	-
Total Increases	6,392,741	6,468,015	6,213,006	5,466,418	5,314,235	6,498,100	5,736,992	6,074,862
(Decreases)								
Personal Services	754,187	862,267	774,991	862,663	802,792	958,171	871,090	969,086
Operations	5,698,851	5,611,512	5,536,848	4,570,634	4,516,113	5,632,911	4,660,643	4,899,496
Transfers Out	-	-	-	-	-	181,945	280,654	310,154
Miscellaneous, operating	-	-	-	-	15,573	-	-	-
Miscellaneous, other	4,489	-	14,160	8,990	7,192	-	-	-
Total Decreases	6,457,527	6,473,779	6,325,999	5,442,287	5,341,670	6,773,027	5,812,387	6,178,736
Adjustments to Beginning Retained Earnings	-	-	(35,267)	6,585	(60,413)	-	-	-
Ending Retained Earnings	1,259,002	1,253,238	1,104,978	1,135,694	1,047,846	772,919	697,524	593,650
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	1,259,002	1,253,238	1,104,978	1,135,694	1,047,846	772,919	697,524	593,650
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	1,075,506	1,078,963	1,051,973	905,550	889,080	1,098,514	921,956	978,097

Fee/Rate Information for Legislative Action:

Requested Rates for Internal Service Funds	xxxx	xxxx	The program must maintain a break-even approach in its operations, and have a large number of individual rates for the various products or services provided. Therefore, previous legislatures defined "rates and fees" for the program to mean a specific working capital reserve balance. The P & G Bureau requests a 60-day working capital reserve.
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Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06531	Fund Name Central Stores	Agency Number 6101	Agency Name Department of Administration	Program Name Procurement
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	1,533,996	1,540,330	1,479,507	1,216,698	915,987	578,031	459,072	485,663
Increases								
Fee Revenue	4,096,015	3,584,670	3,787,540	3,671,379	4,219,466	4,073,242	4,677,771	4,676,102
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	200	438	980	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	4,096,015	3,584,670	3,787,740	3,671,817	4,220,446	4,073,242	4,677,771	4,676,102
(Decreases)								
Personal Services	263,458	303,322	340,579	336,006	340,698	372,693	362,687	365,472
Operations	3,763,745	3,339,498	3,677,439	3,647,016	4,087,286	3,819,508	4,288,493	4,274,136
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	2,118	1,065	-	-	-	-	-	-
Miscellaneous, other	2,691	1,608	3,402	-	-	-	-	-
Total Decreases	4,032,012	3,645,493	4,021,420	3,983,022	4,427,984	4,192,201	4,651,180	4,639,608
Adjustments to Beginning Retained Earnings	(57,669)	-	(29,129)	10,494	(130,418)	-	-	-
Ending Retained Earnings	1,540,330	1,479,507	1,216,698	915,987	578,031	459,072	485,663	522,157
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	1,540,330	1,479,507	1,216,698	915,987	578,031	459,072	485,663	522,157
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	671,554	607,314	669,670	663,837	737,997	698,700	775,197	773,268

Fee/Rate Information for Legislative Action:

Requested Rates for Internal Service Funds	xxxx	xxxx	-----Estimated----- The program must maintain a break-even approach in its operations, and have a large number of individual rates for the various products sold or services provided. Therefore, previous legislatures defined "rates and fees" for the program to mean a specific working capital reserve balance. The Central Stores account requests a 60-day working capital reserve					
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Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06532	Agency Insurance Internal Servic	6101	Department of Administration	Risk Management & Tort Defense

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	(13,181,911)	(8,003,264)	(5,522,134)	(5,487,945)	(9,633,862)	(23,767,529)	(24,709,472)	(28,456,069)
Increases								
Fee Revenue	1,105	1,733	-	1,593	6,533,045	6,561,082	8,056,480	8,657,660
Investment Earnings	501,677	749,649	852,507	615,001	264,533	235,586	268,389	271,437
Transfers In	88,454	-	15,839	126,446	11,759	154,663	154,663	154,663
Miscellaneous, operating	5,970,479	5,952,147	6,246,692	6,474,182	17,115	9,136	9,136	9,136
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	6,561,715	6,703,529	7,115,038	7,217,222	6,826,452	6,960,467	8,488,668	9,092,896
(Decreases)								
Personal Services	422,929	460,545	447,779	512,783	549,094	656,572	675,936	678,579
Operations	958,174	3,519,247	6,070,518	6,020,276	22,464,256	7,245,838	11,559,329	11,637,204
Transfers Out	-	-	257,782	239,018	316,299	-	-	-
Miscellaneous, operating	-	242,404	292,643	142,897	-	-	-	-
Miscellaneous, other	1,965	203	4,793	-	-	-	-	-
Total Decreases	1,383,068	4,222,399	7,073,515	6,914,974	23,329,649	7,902,410	12,235,265	12,315,783
Adjustments to Beginning Retained Earnings	-	-	(7,334)	(4,448,165)	2,369,530	-	-	-
Ending Retained Earnings	(8,003,264)	(5,522,134)	(5,487,945)	(9,633,862)	(23,767,529)	(24,709,472)	(28,456,069)	(31,678,956)
Total Contributed Capital	2,801	2,801	2,306	2,306	2,306	2,306	2,306	2,306
Total Fund Equity	(8,000,463)	(5,519,333)	(5,485,639)	(9,631,556)	(23,765,223)	(24,707,166)	(28,453,763)	(31,676,650)
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	230,184	703,699	1,135,157	1,112,659	3,835,558	1,317,068	2,039,211	2,052,631

Fee/Rate Information for Legislative Action:

Requested Rates for Internal Service Funds	-----Estimated-----						Authority
	FY1998	FY1999	FY2000	FY2001	FY2002	FY2003	
General Liability	3,632,199	3,812,492	3,834,842	3,834,842	5,362,500	5,775,000	MCA
Auto Liability	1,194,501	1,244,419	1,244,420	1,244,419	1,137,500	1,225,000	2-9-202
Property	1,140,109	1,104,108	1,147,684	1,147,684	1,200,500	1,270,930	2-9-202
Airport/Aircraft	134,014	133,514	122,108	122,108	116,567	128,222	2-9-202
All Other Lines	145,870	158,227	202,742	212,029	239,413	258,508	2-9-202
Total Fees Charged	6,246,692	6,452,760	6,551,796	6,561,082	8,056,480	8,657,660	

The rate objective is to maintain insurance rates sufficient to sustain losses in each year of the biennium equal to the average losses sustained in the last three years.

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06558	Fund Name Natural Gas Procurement	Agency Number 6101	Agency Name Department of Administration	Program Name Procurement
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	2,089	1,897	1,695	2,285	3,277	4,041	0	0
Increases								
Fee Revenue	99,285	-	952	1,312	404	104	104	104
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	99,285	-	952	1,312	404	104	104	104
(Decreases)								
Personal Services	-	-	-	-	-	-	-	-
Operations	98,346	202	271	320	455	4,145	104	104
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	1,131	-	-	-	-	-	-	-
Total Decreases	99,477	202	271	320	455	4,145	104	104
Adjustments to Beginning Retained Earnings	-	-	(91)	-	815	-	-	-
Ending Retained Earnings	1,897	1,695	2,285	3,277	4,041	0	0	0
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	1,897	1,695	2,285	3,277	4,041	0	0	0
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	16,391	34	45	53	76	691	17	17

Fee/Rate Information for Legislative Action:

-----Estimated-----

Requested Rates for Internal Service

Funds xxxx xxxx

The Natural Gas and Electricity Procurement account requests a break-even rate (no capital reserve) and will charge back actual expenses to the applicable agencies.

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06559	Fund Name Group Benefits Claims A/C	Agency Number 6101	Agency Name Department of Administration	Program Name Personnel
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	23,790,168	24,724,446	25,454,470	28,544,013	23,741,741	20,757,180	19,154,240	14,214,136
Increases								
Fee Revenue	(15,435)	13,853	13,713	(1,090)	-	-	-	-
Investment Earnings	2,222,921	3,250,220	3,353,204	2,041,764	1,164,883	1,133,000	825,150	648,700
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	41,337,812	43,127,398	48,037,101	48,302,563	58,717,941	60,043,300	65,811,050	75,361,300
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	43,545,298	46,391,471	51,404,018	50,343,237	59,882,824	61,176,300	66,636,200	76,010,000
(Decreases)								
Personal Services	305,733	349,719	414,772	407,284	378,056	412,335	462,876	468,401
Operations	42,305,083	44,338,780	47,216,709	54,344,639	62,489,348	62,366,905	71,113,428	78,069,680
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	972,955	770,834	393,586	-	-	-	-
Miscellaneous, other	204	508	40	-	-	-	-	-
Total Decreases	42,611,020	45,661,962	48,402,355	55,145,509	62,867,404	62,779,240	71,576,304	78,538,081
Adjustments to Beginning Retained Earnings	-	515	87,880	-	19	-	-	-
Ending Retained Earnings	24,724,446	25,454,470	28,544,013	23,741,741	20,757,180	19,154,240	14,214,136	11,686,055
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	24,724,446	25,454,470	28,544,013	23,741,741	20,757,180	19,154,240	14,214,136	11,686,055
Unreserved Fund Balance	-	-	-	-	-	-	-	-
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	7,101,803	7,610,242	8,067,053	9,190,918	10,477,901	10,463,207	11,929,384	13,089,680

Fee/Rate Information for Legislative Action:

Requested Rates for Internal Service Funds	xxxx	xxxx	-----Estimated----- The goal is to maintain adequate actuarial reserves. Rates for FY 2002 and FY 2003 have not been determined at this time.					
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Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06560	DP Unit Proprietary Fund	6101	Department of Administration	Management Support

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	(3,546)	5,383	2,580	(1,087)	12,693	19,455	11,619	17,678
Increases								
Fee Revenue	60,468	65,673	130,693	148,998	118,220	151,502	165,149	168,482
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	123	196	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	60,468	65,673	130,693	149,121	118,416	151,502	165,149	168,482
(Decreases)								
Personal Services	45,107	54,564	107,782	125,733	91,672	121,102	133,186	133,924
Operations	6,432	13,912	21,256	24,277	19,350	38,236	25,904	25,975
Transfers Out	-	-	4,675	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	632	-	-	-
Total Decreases	51,539	68,476	133,713	150,010	111,654	159,338	159,090	159,899
Adjustments to Beginning Retained Earnings	-	-	(647)	14,669	-	-	-	-
Ending Retained Earnings	5,383	2,580	(1,087)	12,693	19,455	11,619	17,678	26,261
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	5,383	2,580	(1,087)	12,693	19,455	11,619	17,678	26,261
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	8,590	11,413	21,506	25,002	18,504	26,556	26,515	26,650

Fee/Rate Information for Legislative Action:

Requested Rates for Internal Service Funds	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Support per computer	\$503	\$503	\$505	\$547	\$668	\$668	\$714	\$732
Support per server							\$1,072	\$1,098
Programming cost/per hr	\$15	\$15	\$18	\$18	To maintain 60 day working capital			

The financial objective of the Network Support Unit is to operate on a break-even basis. This unit charges other divisions in the department a fixed fee per computer to cover the costs of providing network support services, which it bills in July of each fiscal year to build up the working capital balance it requires. It charges a set fee per hour for computer programming, which it bills on an actual-hours-used basis.

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06561	Statewide Fueling Network	6101	Department of Administration	Procurement

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	8,962	18,611	11,691	4,602	5,018	4,840	9,396	5,214
Increases								
Fee Revenue	16,991	8,477	9,724	9,705	16,103	22,363	12,560	12,757
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	54	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	16,991	8,477	9,724	9,705	16,157	22,363	12,560	12,757
(Decreases)								
Personal Services	-	-	-	-	-	-	-	-
Operations	7,342	15,397	11,515	9,289	16,335	17,807	16,742	17,005
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Decreases	7,342	15,397	11,515	9,289	16,335	17,807	16,742	17,005
Adjustments to Beginning Retained Earnings	-	-	(5,298)	-	-	-	-	-
Ending Retained Earnings	18,611	11,691	4,602	5,018	4,840	9,396	5,214	966
Total Contributed Capital	2,535	2,535	2,535	2,535	2,535	-	-	-
Total Fund Equity	21,146	14,226	7,137	7,553	7,375	9,396	5,214	966
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	1,224	2,566	1,919	1,548	2,723	2,968	2,790	2,834

Fee/Rate Information for Legislative Action:

Requested Rates for Internal Service Funds	xxxx	xxxx	-----Estimated----- The Statewide Fueling Network account requests a 60-day working capital reserve. The program must maintain a break-even approach in its operations, and have a large number of individual rates for the various products sold or services provided. Therefore, previous legislatures defined "rates and fees" for the program to mean a specific working capital reserve balance.					
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Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06563	Fund Name Payroll Fund	Agency Number 6101	Agency Name Department of Administration	Program Name Personnel
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	-	(45,940)	(73,552)	(87,490)	6,712	(40,922)	(63,009)	(73,532)
Increases								
Fee Revenue	555,684	565,397	595,182	977,136	308,746	308,746	358,604	367,908
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	245	338	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	555,684	565,397	595,182	977,381	309,084	308,746	358,604	367,908
(Decreases)								
Personal Services	191,382	177,045	203,294	211,953	219,232	209,663	203,595	204,878
Operations	410,242	415,185	403,549	295,666	137,484	121,170	165,532	121,086
Transfers Out	-	-	-	375,560	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	779	1,218	-	-	-	-	-
Total Decreases	601,624	593,009	608,061	883,179	356,716	330,833	369,127	325,964
Adjustments to Beginning Retained Earnings	-	-	(1,059)	-	(2)	-	-	-
Ending Retained Earnings	(45,940)	(73,552)	(87,490)	6,712	(40,922)	(63,009)	(73,532)	(31,588)
Total Contributed Capital	107,484	107,484	103,315	103,315	103,315	103,315	103,315	103,315
Total Fund Equity	61,544	33,932	15,825	110,027	62,393	40,306	29,783	71,727
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	100,271	98,705	101,141	84,603	59,453	55,139	61,521	54,327

Fee/Rate Information for Legislative Action:

-----Estimated-----

Requested Rates for Internal Service

Funds xxxx xxxx

The goal is to maintain a 60-day working capital balance. A budget is established for the 2003 biennium, distributed as a fixed cost to state agencies based on a projected number of employees paid. The estimate of the number of employees each agency pays is determined from experience in FY 1999 and FY 2000.

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06564	Warrant Writing	6101	Department of Administration	Personnel

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	-	78,766	107,245	118,182	48,099	1,767	30,249	54,040
Increases								
Fee Revenue	946,443	818,228	759,235	868,479	729,763	644,245	813,509	825,151
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	12	345	350	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	946,443	818,228	759,247	868,824	730,113	671,442	831,766	845,138
(Decreases)								
Personal Services	180,144	167,075	165,385	169,284	132,254	161,566	166,413	171,405
Operations	689,011	622,674	588,029	644,436	644,186	481,394	641,562	653,204
Transfers Out	-	-	-	125,187	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Decreases	869,155	789,749	753,414	938,907	776,440	642,960	807,975	824,609
Adjustments to Beginning Retained Earnings	1,478	-	5,104	-	(5)	-	-	-
Ending Retained Earnings	78,766	107,245	118,182	48,099	1,767	30,249	54,040	74,569
Total Contributed Capital	34,881	35,756	20,779	20,779	20,779	-	-	-
Total Fund Equity	113,647	143,001	138,961	68,878	22,546	30,249	54,040	74,569
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	144,859	131,625	125,569	135,620	129,407	107,160	134,663	137,435

Fee Rate Information for Legislative Action:

Requested ALLOCATED rates for warrant writer	xxxx	xxxx				-----Estimated-----		Authority
					\$677,203	\$671,442	\$831,766	\$845,138
Budget is distributed as a fixed cost to agencies based on FY 2000 actuals								

Report on Internal Service & Enterprise Funds, 2001 Biennium

Fund Number 06571	Fund Name Procurement Card Purchases	Agency Number 6101	Agency Name Department of Administration	Program Name Procurement
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	-	-	-	-	-	3,722	522	527
Increases								
Fee Revenue	-	-	-	-	5,864	4,000	3,709	3,709
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	1,581	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	-	-	-	-	7,445	4,000	3,709	3,709
(Decreases)								
Personal Services	-	-	-	-	-	-	-	-
Operations	-	-	-	-	3,723	7,200	3,704	3,704
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Decreases	-	-	-	-	3,723	7,200	3,704	3,704
Adjustments to Beginning Retained Earnings	-	-	-	-	-	-	-	-
Ending Retained Earnings	-	-	-	-	3,722	522	527	532
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	-	-	-	-	3,722	522	527	532
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	-	-	-	-	621	1,200	617	617

Fee/Rate Information for Legislative Action:

-----Estimated-----

Requested Rates for Internal Service Funds	xxxx	xxxx	The Procurement Card Purchases Account requests a 60-day working capital reserve. The program must maintain a break-even approach in its operations, and have a large number of individual rates for the various products sold or services provided. Therefore, previous legislatures defined "rates and fees" for the program to mean a specific working capital reserve balance.
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Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06011	Alfalfa Leaf Cutting Bee	6201	Department of Agriculture	Ag Sciences

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	(176,435)	(176,269)	(176,711)	(177,028)	(177,409)	9,201	9,226	9,251
Increases								
Fee Revenue	3,300	3,495	3,465	3,930	4,270	4,200	4,200	4,200
Investment Earnings	449	371	462	418	423	425	425	425
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	5	3	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	3,749	3,866	3,927	4,353	4,696	4,625	4,625	4,625
(Decreases)								
Personal Services	1,500	1,756	3,032	3,197	2,998	2,700	3,200	3,200
Operations	2,083	2,305	1,158	1,511	930	1,900	1,400	1,400
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	23	20	26	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Decreases	3,583	4,084	4,210	4,734	3,928	4,600	4,600	4,600
Adjustments to Beginning Retained Earnings	-	(224)	(34)	-	185,842	-	-	-
Ending Retained Earnings	(176,269)	(176,711)	(177,028)	(177,409)	9,201	9,226	9,251	9,276
Total Contributed Capital	186,149	186,149	186,149	186,149	-	-	-	-
Total Fund Equity	9,880	9,438	9,121	8,740	9,201	9,226	9,251	9,276
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	597	681	702	789	655	767	767	767

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06052	Fund Name Hail Insurance	Agency Number 6201	Agency Name Department of Agriculture	Program Name
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	5,623,362	4,828,309	5,477,464	5,728,595	6,449,789	6,483,085	6,375,111	6,566,365
Increases								
Fee Revenue	-	-	42	69	2,603,529	2,709,067	2,790,339	2,874,049
Investment Earnings	269,643	330,951	528,908	414,462	306,496	315,791	325,265	335,023
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	2,182,345	2,370,823	1,758,191	2,367,188	4,434	144	148	153
Miscellaneous, other	-	-	-	-	-	4,318	4,448	4,581
Total Increases	2,451,988	2,701,774	2,287,141	2,781,719	2,914,459	3,029,320	3,120,200	3,213,806
(Decreases)								
Personal Services	157,242	161,377	190,532	197,204	200,373	179,311	184,690	190,231
Operations	3,062,931	1,803,336	1,608,016	1,728,234	2,393,270	2,478,634	2,552,992	2,629,583
Transfers Out	28,061	42,326	42,370	37,852	26,226	27,013	27,824	28,658
Miscellaneous, operating	-	43,230	157,195	103,751	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Decreases	3,248,234	2,050,269	1,998,113	2,067,041	2,619,869	2,684,958	2,765,506	2,848,472
Adjustments to Beginning Retained Earnings	1,193	(2,350)	(37,897)	6,516	(261,294)	-	-	-
Ending Retained Earnings	4,828,309	5,477,464	5,728,595	6,449,789	6,483,085	6,827,447	6,729,805	6,931,699
Total Contributed Capital	5,776	5,776	5,776	-	-	-	-	-
Total Fund Equity	4,834,085	5,483,240	5,734,371	6,449,789	6,483,085	6,827,447	6,729,805	6,931,699
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	536,696	334,657	325,957	338,198	432,274	442,991	456,280	469,969

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fun Number 06033	Fund Name Prison Ranch	Agency Number 6401	Agency Name Department of Corrections	Program Name MCE Ranch and Dairy
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	6,915,598	6,493,500	7,091,008	7,346,677	7,651,803	7,826,591	7,536,102	7,161,010
Increases								
Fee Revenue	1,890,486	2,203,886	2,793,870	2,723,288	3,320,635	2,377,025	2,206,768	2,235,806
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	9,070	2,792	1,792	1,792	-	-	-	-
Miscellaneous, other	-	521,181	-	-	-	-	-	-
Total Increases	1,899,556	2,727,859	2,795,662	2,725,080	3,320,635	2,377,025	2,206,768	2,235,806
(Decreases)								
Personal Services	694,038	827,187	919,633	951,490	855,189	898,032	839,991	842,923
Operations	1,239,430	1,303,164	1,345,958	1,370,815	2,289,860	1,519,482	1,491,869	1,491,103
Transfers Out	-	-	-	42,852	17,506	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	388,186	-	201,489	38,147	-	250,000	250,000	250,000
Total Decreases	2,321,654	2,130,351	2,467,080	2,403,304	3,162,555	2,667,514	2,581,860	2,584,026
Adjustments to Beginning Retained Earnings	-	-	(72,913)	(16,650)	16,708	-	-	-
Ending Retained Earnings	6,493,500	7,091,008	7,346,677	7,651,803	7,826,591	7,536,102	7,161,010	6,812,790
Total Contributed Capital	-	20,955	20,955	20,955	20,955	20,955	20,955	20,955
Total Fund Equity	6,493,500	7,111,963	7,367,632	7,672,758	7,847,546	7,557,057	7,181,965	6,833,745
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	322,245	355,059	377,599	387,051	524,175	402,919	388,643	389,004

Agency Notes

Fee Revenue figures for FY-01, FY-02 and FY-03 are lower than the original revenue estimate due to fact that it is not anticipated that MCE will restart our logging and firewood operation in the next three fiscal years. MCE is currently looking at additional options for fee revenue.

Personal Services includes the original authority of \$648,032, in addition to the projected amount needed through budget amendments. The budget amendments, similar to those submitted in FY-00 would cover the cost of inmate payroll, supervisor overtime and two FTE for the Food Bank.

Operations includes the original authority of \$1,299,697, in addition to a projected amount of \$219,785, which will be requested in budget amendments for the maintenance of the Food Bank, payment to Powell County in lieu of taxes and miscellaneous expenses not covered by the original authority.

Miscellaneous other, for FY-01, FY-02 and FY-03 includes nonbudgeted amounts for depreciation, inventory change and amortization. This is estimated at \$250,000 per year.

Overall Cash account, revenue received and actual needs will help determine the actual expenditure level and the ultimate effect on fund balance.

MCE Ranch and Dairy revenue is derived from the sale of range cattle, dairy cattle, raw milk, finished milk products, miscellaneous crop sales, and other miscellaneous ranch and dairy sales.
53-30-132,133 MCA

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06034 / 06545	MSP Institutional Industries / Prison Industries Training	6401	Department of Corrections	Secure Facilities

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	1,452,330	1,602,253	1,604,074	1,538,733	1,544,262	1,315,882	1,454,768	1,484,145
Increases								
Fee Revenue	3,165,090	2,370,123	2,453,091	2,242,203	2,659,773	3,730,000	3,730,000	3,780,000
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	3,165,090	2,370,123	2,453,091	2,242,203	2,659,773	3,730,000	3,730,000	3,780,000
(Decreases)								
Personal Services	1,050,167	1,005,864	892,731	943,766	1,302,543	1,903,572	2,111,686	2,117,034
Operations	1,965,000	1,330,271	1,547,703	1,295,046	1,558,888	1,517,542	1,418,937	1,416,737
Transfers Out	-	-	-	10,317	26,800	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	32,167	-	-	-	170,000	170,000	170,000
Total Decreases	3,015,167	2,368,302	2,440,434	2,249,129	2,888,231	3,591,114	3,700,623	3,703,771
Adjustments to Beginning Retained Earnings	-	-	(77,998)	12,455	79	-	-	-
Ending Retained Earnings	1,602,253	1,604,074	1,538,733	1,544,262	1,315,882	1,454,768	1,484,145	1,560,374
Total Contributed Capital	255,192	255,192	255,192	255,192	255,192	255,192	255,192	255,192
Total Fund Equity	1,857,445	1,859,266	1,793,925	1,799,454	1,571,074	1,709,960	1,739,337	1,815,566
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	502,528	389,356	406,739	373,135	476,905	570,186	588,437	588,962

Agency Notes

Fee Revenue is increased in FY-01, FY-02 and FY-03 for Industries due to the addition of another certified program at the Montana State Prison facility. The certified programs located at the regional and private facilities will also be in operation for the full twelve months of each of the fiscal years. Fee revenue for Industries also includes a \$.02 rate increase for the laundry operation. The laundry has not had a rate increase since its inception in FY 1996. Since its inception, laundry personal services has increased by the 3% cost of living increase and longevities (all laundry employees have longevities) and in FY-01, there is a 42.74% increase to the natural gas rate, which will drastically affect the laundry. Fee Revenue for Vocational Education (06545) is increased due to the Food Bank Program.

Personal Services in FY-01 includes the original authority of \$674,170 for Industries (06034) and \$151,463 for Voc. Ed (06545), along with the addition of \$1,555,096 for Industries (06034) and \$22,343 for Voc Ed. (06545) which will be requested in budget amendments similar to those in FY-00. The budget amendments will cover supervisor overtime, regular inmate payroll, the additional supervisors salaries needed for the expanded industry programs in the regional and private facilities, as well as the inmate payroll for these operations.

Operations include the original authority of \$1,132,024 for Industries (06034) and \$259,061 for Voc Ed (06545), in addition to \$104,500 for Industries (06034) and \$21,957 for Voc Ed (06545) which will be requested in budget amendments. The budget amendments will be used to cover additional operating costs associated with the new operations located at the regional and private facilities.

Miscellaneous Other in FY-01, FY-02 and FY-03 includes nonbudgeted amounts for depreciation, inventory change and amortization. This is estimated at \$170,900 for the next three fiscal years.

Overall Cash account, revenue received and actual needs will help determine the actual expenditure levels and the ultimate effect on fund balance.

Fee/Rate Information for Legislative Action:

Requested Rates for Internal Service

Funds	xxxx	xxxx
MCE Industries (06034)		53-30-132, 133, MCA
MCE Vocational Education (06545)		53-30-132, 133, MCA

Industries (06034) has only established rates for the laundry operation. All other rates are based on competitive pricing in the private sector.

	FY-96 to FY-01	Proposed FY-03 & FY-03	
Laundry Rate to DOC/MSP	\$0.37	\$0.39	The breakeven costs for laundry for FY-96 through FY-99 is approximately \$.33. In FY-00 the breakeven costs increased to \$.34. The projected breakeven costs for FY-01 through FY-03 is approximately \$.35. Breakeven costs do not include delivery. The rate difference for MDC is delivery.
Laundry Rate to MT Devel Center	\$0.44	\$0.46	
Laundry Rate to MT State Hospital	\$0.36	\$0.38	

Vocational Education MVM Rates (06545) are based on the work order parts cost plus an hourly rate charge of \$23.50.

Important Note This rollup includes Industries (06034) and Vocational Education (06545), which involves two separate programs within MCE as well as two separate types of proprietary funds.

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06012	Health Facility Loan Program	6501	Department of Commerce	MT Health Facility
06015	Health Facility Authority	6501	Department of Commerce	MT Health Facility

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	972,721	1,148,282	1,359,939	1,589,732	1,773,612	1,940,194	2,121,662	2,247,367
Increases								
Fee Revenue	226,810	293,337	316,417	291,168	282,493	316,350	258,000	258,000
Investment Earnings	40,027	111,383	119,196	115,541	136,017	120,310	173,000	173,000
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	49,764	-	-	-	131	-	-	-
Miscellaneous, other	-	-	-	50	-	-	-	-
Total Increases	316,601	404,720	435,613	406,759	418,641	436,660	431,000	431,000
(Decreases)								
Personal Services	54,882	70,115	107,595	106,501	110,521	106,155	119,191	119,588
Operations	86,143	91,636	63,714	82,340	102,036	111,037	148,104	140,033
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	32,103	28,234	34,821	39,502	38,000	38,000	38,000
Miscellaneous, other	15	1,209	-	-	-	-	-	-
Total Decreases	141,040	195,063	199,543	223,662	252,059	255,192	305,295	297,621
Adjustments to Beginning Retained Earnings	-	2,000	(6,277)	783	-	-	-	-
Ending Retained Earnings	1,148,282	1,359,939	1,589,732	1,773,612	1,940,194	2,121,662	2,247,367	2,380,746
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	1,148,282	1,359,939	1,589,732	1,773,612	1,940,194	2,121,662	2,247,367	2,380,746
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	23,504	32,309	33,257	37,277	42,010	42,532	50,883	49,604

Fee/Rate Information for Legislative Action:

Loan Amount	Initial Fee (\$)	Annual Fee (Maximum \$6,000)	
Up to \$1,000,000	500-5,000	Up to .15% of outstanding loan amount	*Total Fund Equity Requirement = \$4,675,000 Loan Loss Reserves, Direct Loan Reserves, and Working Capital Reserve
\$1,000,001 - \$5,000,000	2,500-15,000	Up to .15% of outstanding loan amount	
\$5,000,001 - \$50,000,000	10,000-40,000	Up to .15% of outstanding loan amount	
Greater than \$50,000,000	50,000 max.	Up to .15% of outstanding loan amount	

Agency Charges (Provided as Information Only for both types of funds -- i.e. the Internal Service Funds [primary service to agencies within state government] and to Enterprise funds [primary service to outside state government]). If applicable, provide authority for the charge.

Fee/Charge	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Fee Revenues*	226,810	293,337	316,417	291,168	282,493	316,350	258,000	258,000
Investment Earnings**	40,027	111,383	119,196	115,541	136,017	120,310	173,000	173,000

* Fee Revenues: 90-7-202 & 90-7-211 MCA

** Investment Earnings Authority: 90-7-202 MCA

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06014	Industrial Revenue Bond I-95	6501	Department of Commerce	Bd. of Investments

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	1,866,569	2,133,539	2,543,398	3,036,705	3,851,692	4,478,060	5,355,518	6,232,976
Increases								
Fee Revenue	61,699	70,334	7,070	10,477	10,812	10,000	10,000	10,000
Investment Earnings	845,951	630,059	673,732	596,617	459,239	650,000	650,000	650,000
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	2,416,080	2,364,028	2,915,352	3,320,151	3,758,048	3,750,000	3,750,000	3,750,000
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	3,323,730	3,064,421	3,596,154	3,927,245	4,228,099	4,410,000	4,410,000	4,410,000
(Decreases)								
Personal Services	133,247	117,370	124,213	133,606	148,018	150,000	150,000	154,000
Operations	65,332	59,028	81,646	94,397	289,266	287,284	287,284	287,284
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	2,860,758	2,477,913	2,953,273	2,883,576	3,095,258	3,095,258	3,095,258	3,095,258
Miscellaneous, other	281	251	-	-	-	-	-	-
Total Decreases	3,059,618	2,654,562	3,159,132	3,111,579	3,532,543	3,532,542	3,532,542	3,536,542
Adjustments to Beginning Retained Earnings	2,858	-	56,285	(679)	(69,188)	-	-	-
Ending Retained Earnings	2,133,539	2,543,398	3,036,705	3,851,692	4,478,060	5,355,518	6,232,976	7,106,434
Total Contributed Capital	23,478	23,478	23,478	23,478	23,478	23,478	23,478	23,478
Total Fund Equity	2,157,017	2,566,876	3,060,183	3,875,170	4,501,538	5,378,996	6,256,454	7,129,912
Unreserved Fund Balance	2,133,539	2,543,398	3,036,705	3,851,692	4,451,577	5,329,035	6,206,493	7,079,951
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	509,890	442,385	526,522	518,597	588,757	588,757	588,757	589,424

Agency Charges (Provided as Information Only for both types of funds -- i.e. the Internal Service Funds [primary service to agencies within state government] and to Enterprise funds [primary service to outside state government]). If applicable, provide authority for the charge.

Nearly all budgeted program revenue is generated by a spread between the interest rates on bonds sold and the interest charged on loans made eligible governments. These revenues are received from the trustee annually. Consequently, a 270 day fund balance is required to fund the program between draws. Remaining revenues are received periodically, typically monthly, throughout the year. The requested fee is for budgeted operational costs and does not include monies to fund debt service.

Authority

17-5-1504(16)
17-5-1611(5)(6)
17-5-1621(6)
MCA

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06030	Financial Programs	6501	Department of Commerce	Board of Housing
06031	Housing Trust Fund	6501	Department of Commerce	Board of Housing

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00 Estimated	FY01	Estimated FY02 Estimated	FY03
Beginning Retained Earnings	79,913,301	84,590,866	89,111,812	96,980,862	99,646,416	104,489,533	110,489,533	116,089,533
Increases								
Fee Revenue	41,570	166,170	80,118	106,155	244,733	200,000	200,000	200,000
Investment Earnings	11,161,490	10,229,124	9,912,370	11,033,021	10,885,713	11,500,000	11,500,000	11,500,000
GASB 31 Gain/Loss	-	-	2,856,485	(2,508,599)	(1,187,740)	-	-	-
Transfers In	-	70,000	150,000	-	-	-	-	-
Miscellaneous, operating	28,301,787	29,520,689	31,921,186	32,216,071	34,902,870	37,000,000	39,000,000	41,000,000
Miscellaneous, other	-	9,636	11,836	11,886	24,929	-	-	-
Total Increases	39,504,847	39,995,619	44,931,995	40,858,534	44,870,505	48,700,000	50,700,000	52,700,000
(Decreases)								
Personal Services	407,928	440,929	474,100	440,929	568,579	600,000	600,000	600,000
Operations	2,039,285	2,142,988	2,304,271	2,575,987	2,876,839	3,100,000	3,500,000	3,900,000
Transfers Out	-	70,000	150,000	-	-	-	-	-
Miscellaneous, operating	32,380,069	32,820,756	34,104,462	35,176,064	36,581,970	39,000,000	41,000,000	43,000,000
Miscellaneous, other	-	-	38,828	-	-	-	-	-
Total Decreases	34,827,282	35,474,673	37,071,661	38,192,980	40,027,388	42,700,000	45,100,000	47,500,000
Adjustments to Beginning Retained Earnings	-	-	8,716	-	-	-	-	-
Ending Retained Earnings	84,590,866	89,111,812	96,980,862	99,646,416	104,489,533	110,489,533	116,089,533	121,289,533
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	84,590,866	89,111,812	96,980,862	99,646,416	104,489,533	110,489,533	116,089,533	121,289,533
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	5,804,547	5,900,779	6,147,139	6,365,497	6,671,231	7,116,667	7,516,667	7,916,667

Agency Charges (Provided as Information Only for both types of funds -- i.e. the Internal Service Funds [primary service to agencies within state government] and to Enterprise funds [primary service to outside state government]). If applicable, provide authority for the charge.

FEE/CHARGE DESCRIPTION	FY 00 FEE/CHARGE	FY01 FEE/CHRG	FY02 FEE/CHRG	FY03 FEE/CHRG	AUTHORITY
Reservation fees-Single Family Program	1/2 of 1 % of the loan amount reserved	Same fee as 2000	Same fee as 2000	Same fee as 2000	MCA 90-6-104
Reservation fees-Low Income Tax Credit Program (LITC)	4 1/2% of the tax credit amount reserved	Same fee as 2000	Same fee as 2000	Same fee as 2000	MCA 90-6-104
Compliance monitoring fee-Low Income Tax Credit Program	\$5 per unit	Same fee as 2000	Same fee as 2000	Same fee as 2000	MCA 90-6-104
Extension Fee	1/4 of 1% of the loan amount	Same fee as 2000	Same fee as 2000	Same fee as 2000	MCA 90-6-104
Late Fee	1/2 of 1% of the loan amount	Same fee as 2000	Same fee as 2000	Same fee as 2000	MCA 90-6-104
Pre 1980 Single Family Programs	1 1/2% spread between mortgage interest rate and bond yield. No limit on investment earnings	Same fee as 2000	Same fee as 2000	Same fee as 2000	MCA 90-6-104 & IRC Section 143(g)(2)
Post Single Family Programs	1 1/8% spread between mortgage interest rate and bond yield. Investment earnings limited to the	Same fee as 2000	Same fee as 2000	Same fee as 2000	MCA 90-6-104 & IRC Section 143(g)(2)
Post 1986 Multifamily Program	1 1/2% spread between the mortgage interest rate and the bond yield. Investment earnings	Same fee as 2000	Same fee as 2000	Same fee as 2000	MCA 90-6-104 & IRC regs 1.148-2(d)(2)(iii)
Pre 1986 Multifamily Program	1 1/2% spread between the mortgage interest rate and the bond yield. No limit on investment	Same fee as 2000	Same fee as 2000	Same fee as 2000	MCA 90-6-104 & IRC Section 143(f)(2)
Multifamily Reservation Fee	up to 1% of the loan amount reserved	Same fee as 2000	Same fee as 2000	Same fee as 2000	MCA 90-6-104
Interest income on reverse annuity mortgage loans (RAM)	5% (new) 7% (old) loans	Same fee as 2000	Same fee as 2000	Same fee as 2000	MCA 90-6-503 and 104
Interest income on Cash Assistance loans(CAP)	variable rates ranging from 5% to 7%	Same fee as 2000	Same fee as 2000	Same fee as 2000	MCA 90-6-104
Interest on Investments	STIP investment rate	Same fee as 2000	Same fee as 2000	Same fee as 2000	MCA 90-6-104

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06042	Single Audit Review	6501	Department of Commerce	Audit Review
06043	Government Audit	6501	Department of Commerce	Defalcation

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	136,369	202,841	241,635	205,765	230,806	231,838	210,234	167,913
Increases								
Fee Revenue	253,950	257,575	234,799	246,300	247,500	245,000	245,000	245,000
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	36	-	-	-
Miscellaneous, other	-	-	-	-	402	65,000	65,000	65,000
Total Increases	253,950	257,575	234,799	246,300	247,938	310,000	310,000	310,000
(Decreases)								
Personal Services	98,948	149,950	154,545	161,337	161,021	170,294	173,505	174,397
Operations	88,603	66,336	72,715	60,349	85,885	161,310	178,816	176,228
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	2,579	2,495	3,230	-	-	-	-	-
Total Decreases	190,130	218,781	230,490	221,686	246,906	331,604	352,321	350,625
Adjustments to Beginning Retained Earnings	2,652	-	(40,179)	427	-	-	-	-
Ending Retained Earnings	202,841	241,635	205,765	230,806	231,838	210,234	167,913	127,288
Total Contributed Capital	105,626	105,626	105,626	105,626	105,626	105,626	105,626	105,626
Total Fund Equity	308,467	347,261	311,391	336,432	337,464	315,860	273,539	232,914
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	31,259	36,048	37,877	36,948	41,151	55,267	58,720	58,438

Agency Charges (Provided as Information Only for both types of funds -- i.e. the Internal Service Funds [primary service to agencies within state government] and to Enterprise funds [primary service to outside state government]). If applicable, provide authority for the charge.										
Major Fee:	Local	Variable fee, as follows:	2-7-514, MCA & ARM 8.94.4102							
Government Report Filing Fee:										
Annual revenues less than \$200,000 and federal financial assistance is less than or equal to \$25,000	\$0	\$0	N/A							
Annual revenues less than \$200,000 and federal financial assistance is greater than \$25,000	\$225	\$225	N/A							
Annual revenues less than \$200,000	N/A	N/A	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Annual revenues equal to or greater than \$200,000, but less than \$500,000	\$225	\$225	\$175	\$175	\$175	\$175	\$175	\$175	\$175	
Annual revenues equal to or greater than \$500,000, but less than \$1,000,000	\$425	\$425	\$375	\$375	\$375	\$375	\$375	\$375	\$375	
Annual revenues equal to or greater than \$1,000,000, but less than \$1,500,000	\$575	\$575	\$525	\$525	\$525	\$525	\$525	\$525	\$525	
Annual revenues equal to or greater than \$1,500,000, but less than \$2,500,000	\$650	\$650	\$600	\$600	\$600	\$600	\$600	\$600	\$600	
Annual revenues equal to or greater than \$2,500,000, but less than \$5,000,000	\$725	\$725	\$675	\$675	\$675	\$675	\$675	\$675	\$675	
Annual revenues equal to or greater than \$5,000,000, but less than \$10,000,000	\$775	\$775	\$725	\$725	\$725	\$725	\$725	\$725	\$725	
Annual revenues are equal to or greater than \$10,000,000	\$825	\$825	\$775	\$775	\$775	\$775	\$775	\$775	\$775	
Minor Fee:	Auditor Roster									2-7-506, MCA & ARM 8.94.4106
Annual Fee:	Annual Fee:	Annual Fee:	Annual Fee:	Annual Fee:	Annual Fee:	Annual Fee:	Annual Fee:	Annual Fee:	Annual Fee:	
Annual Fee	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	
Defalcation Audit Revenues	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	2-7-503, MCA

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06527	Investment Division	6501	Department of Commerce	Bd. of Investments

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	250,969	184,796	163,241	206,953	202,788	162,018	139,645	283,558
Increases								
Fee Revenue	1,544,901	1,651,778	1,876,066	1,894,203	2,191,032	2,077,427	2,765,000	2,710,000
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	1,635	200	200	200
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	1,544,901	1,651,778	1,876,066	1,894,203	2,192,667	2,077,627	2,765,200	2,710,200
(Decreases)								
Personal Services (+ Pay Plan)	1,166,066	1,206,076	1,234,043	1,355,712	1,472,193	1,475,000	1,778,505	1,785,677
Operations	442,674	462,929	491,159	536,603	750,879	625,000	842,782	755,972
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	105	138	-	6,167	-	-	-	-
Total Decreases	1,608,845	1,669,143	1,725,202	1,898,482	2,223,072	2,100,000	2,621,287	2,541,649
Adjustments to Beginning Retained Earnings	(2,229)	(4,190)	(107,152)	114	(10,366)	-	-	-
Ending Retained Earnings	184,796	163,241	206,953	202,788	162,018	139,645	283,558	452,109
Total Contributed Capital	11,060	20,073	18,298	18,298	18,298	18,298	18,298	18,298
Total Fund Equity	195,856	183,314	225,251	221,086	180,316	157,943	301,856	470,407
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	268,123	278,168	287,534	315,386	370,512	350,000	436,881	423,608

Fee Rate Information for Legislative Action:

Requested Rates for Internal Service Funds	-----Estimated-----								Authority
	FY96	FY97	FY98	FY99	FY00	FY01	FY02	FY03	
BOI Admin Charge	\$ 1,544,901	\$ 1,651,778	\$ 1,876,066	\$ 1,894,203	\$ 2,192,667	\$ 2,077,627	\$ 2,765,200	\$ 2,710,200	17-6-201(7) MCA
Agency Charges (Provided as Information Only for both types of funds -- i.e. the Internal Service Funds [primary service to agencies within state government] and to Enterprise funds [primary service to outside state government]). If applicable, provide authority for the charge.									
The revenue objective of the Board of Investments is to assess the costs of operations to each portfolio the board invests while attempting to maintain a reasonable and prudent 60-day working capital reserve.									

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06536	Fund Name LGA Administrator I-G S	Agency Number 6501	Agency Name Department of Commerce	Program Name Administrative
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	(32,331)	(31,304)	(35,697)	(33,213)	(36,647)	(41,545)	(37,106)	(35,279)
Increases								
Fee Revenue	118,625	124,041	128,897	132,625	142,133	150,924	166,017	165,287
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	118,625	124,041	128,897	132,625	142,133	150,924	166,017	165,287
(Decreases)								
Personal Services	106,320	115,448	112,014	118,895	130,513	127,011	141,380	143,197
Operations	11,278	12,986	14,399	17,178	16,257	19,474	22,810	21,700
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Decreases	117,598	128,434	126,413	136,073	146,770	146,485	164,190	164,897
Adjustments to Beginning Retained Earnings	-	-	-	14	(261)	-	-	-
Ending Retained Earnings	(31,304)	(35,697)	(33,213)	(36,647)	(41,545)	(37,106)	(35,279)	(34,889)
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	(31,304)	(35,697)	(33,213)	(36,647)	(41,545)	(37,106)	(35,279)	(34,889)
Unreserved Fund Balance	(31,304)	(35,697)	(33,213)	(36,676)	(41,023)	(36,584)	(34,757)	(34,367)

60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	19,600	21,406	21,069	22,679	24,462	24,414	27,365	27,483
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Fee/Rate Information for Legislative Action:								
Requested Rates for Internal Service Funds								
Funds	FY96	FY97	FY98	FY99	FY00	FY01	FY02	FY03
	1.41%	1.57%	1.77%	1.78%	1.33%	1.33%	1.38%	1.38%
Agency Charges (Provided as Information Only for both types of funds -- i.e. the Internal Service Funds [primary service to agencies within state government] and to Enterprise funds [primary service to outside state government]). If applicable, provide authority for the charge.								
Allocation Methodology:	Costs of this administrative unit are allocated to supervised programs based upon estimates of the amount of time dedicated to each program. The revenue objective of fund 06536 is to maintain the lowest possible fund balance and recharge cost to supervised bureaus and programs. The negative fund balance associated with this fund is because budgeted amounts (appropriations or subclasses) do not recognize non-budgeted liabilities such as compensated absences.							
Authority:	The LGA Administration program operates under multiple state and federal enabling statutes.							

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06542	Fund Name Central Services	Agency Number 6501	Agency Name Department of Commerce	Program Name Central Services
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	238,358	181,129	89,993	37,892	120,823	215,793	242,946	246,409
Increases								
Fee Revenue	824,520	890,208	1,061,406	1,191,612	1,293,827	1,325,000	1,457,300	1,458,000
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	399	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	824,520	890,208	1,061,805	1,191,612	1,293,827	1,325,000	1,457,300	1,458,000
(Decreases)								
Personal Services	730,564	835,842	871,006	902,345	1,043,009	1,112,847	1,158,217	1,162,439
Operations	152,341	145,502	192,404	175,599	155,848	185,000	295,620	276,433
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	31,302	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Decreases	882,905	981,344	1,063,410	1,109,246	1,198,857	1,297,847	1,453,837	1,438,872
Adjustments to Beginning Retained Earnings	1,156	-	(50,496)	565	-	-	-	-
Ending Retained Earnings	181,129	89,993	37,892	120,823	215,793	242,946	246,409	265,537
Total Contributed Capital	22,267	22,267	13,587	13,587	21,188	21,188	21,188	21,188
Total Fund Equity	203,396	112,260	51,479	134,410	236,981	264,134	267,597	286,725
Unreserved Fund Balance	181,129	89,993	37,892	120,823	215,793	242,946	246,409	265,537
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	147,151	163,557	177,235	184,874	199,809	216,308	242,306	239,812

Fee/Rate Information for Legislative Action:

Requested Rates for Internal Service Funds	-----Estimated-----								Authority
	FY96	FY97	FY98	FY99	FY00	FY01	FY02	FY03	
Federal Programs	8.20%	8.20%	9.68%	9.63%	9.85%	9.85%	10.25%	10.25%	See below
State Programs	7.75%	8.20%	9.68%	9.63%	9.85%	9.85%	10.25%	10.25%	See below

Agency Charges (Provided as Information Only for both types of funds -- i.e. the Internal Service Funds [primary service to agencies within state government] and to Enterprise funds [primary service to outside state government]). If applicable, provide authority for the charge.

Allocation Methodology: Indirect costs for the Director's Office/Management Services Division are allocated to supported programs via a federally approved indirect cost rate for federally funded programs, and a legislatively approved rate for state funded programs. Indirect cost rates are charged to supported programs based upon actual personal services expenditures.

Authority: Federally negotiated indirect cost plan for federally funded programs, and legislatively approved rate for state funded programs. FY 2002 and FY 2003 federal rate is an estimated negotiated rate.

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06552	Fund Name POL Admin Svcs	Agency Number 6501	Agency Name Department of Commerce	Program Name POL Admin
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	247,194	141,267	63,217	47,699	(93,857)	(1,302)	139,152	212,525
Increases								
Fee Revenue	1,193,482	1,192,533	1,414,762	1,408,537	1,776,840	1,800,000	2,000,000	2,000,000
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	348	220	-	-	728	500	728	728
Total Increases	1,193,830	1,192,753	1,414,762	1,408,537	1,777,568	1,800,500	2,000,728	2,000,728
(Decreases)								
Personal Services	899,221	1,025,675	1,026,018	1,105,645	1,274,718	1,217,813	1,326,323	1,333,177
Operations	309,702	292,457	355,869	357,469	460,952	442,233	601,032	554,764
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	81,724	-	-	-	-	-	-	-
Miscellaneous, other	9,110	(47,329)	-	61,523	-	-	-	-
Total Decreases	1,299,757	1,270,803	1,381,887	1,524,637	1,735,669	1,660,046	1,927,355	1,887,941
Adjustments to Beginning Retained Earnings	-	-	(48,393)	(25,456)	50,657	-	-	-
Ending Retained Earnings	141,267	63,217	47,699	(93,857)	(1,302)	139,152	212,525	325,312
Total Contributed Capital	736	736	-	-	-	-	-	-
Total Fund Equity	142,003	63,953	47,699	(93,857)	(1,302)	139,152	212,525	325,312
Unreserved Fund Balance	141,267	63,217	47,699	(68,401)	(1,302)	139,152	212,525	325,312
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	215,108	219,689	230,315	243,852	289,278	276,674	321,226	314,657

Fee/Rate Information for Legislative Action:

	FY96	FY97	FY98	FY99	FY00	FY01	FY02	FY03
Requested Rates for Internal Service Funds	32.03%	31.94%	33.68%	33.38%	35.61%	35.68%	38.00%	38.00%

The revenue objective of the POL Administrative Services Pool of the POL Division of the Department of Commerce is to maintain the lowest possible recharges to supported licensing boards and occupational programs while attempting to maintain a reasonable and prudent 60 day working capital reserve.

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06040 / 06041	Fund Name Subsequent Injury Trust Fund and Administration	Agency Number 6602	Agency Name Department of Labor and Industry	Program Name Employment Relations
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	3,301,902	3,914,998	3,927,861	1,003,827	(128,160)	(287,262)	(228,162)	(228,162)
Increases								
Fee Revenue	649,722	603,148	36,599	145,581	640	158,468	99,368	99,368
Investment Earnings	314,445	475,815	178,021	79,731	74,204	74,204	74,204	74,204
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	5,000	6,000	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	964,167	1,083,963	220,620	225,312	74,844	232,672	173,572	173,572
(Decreases)								
Personal Services	14,431	12,955	17,173	16,144	-	-	-	-
Operations	336,640	408,521	108,000	1,327,594	232,672	173,572	173,572	173,572
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	149,624	33,654	13,561	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Decreases	351,071	571,100	158,827	1,357,299	232,672	173,572	173,572	173,572
Adjustments to Beginning Retained Earnings	-	(500,000)	(2,985,827)	-	(1,274)	-	-	-
Ending Retained Earnings	3,914,998	3,927,861	1,003,827	(128,160)	(287,262)	(228,162)	(228,162)	(228,162)
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	3,914,998	3,927,861	1,003,827	(128,160)	(287,262)	(228,162)	(228,162)	(228,162)
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	58,512	95,183	26,471	226,217	38,779	28,929	28,929	28,929

Agency Charges (Provided as Information Only for both types of funds -- i.e. the Internal Service Funds [primary service to agencies within state government] and to Enterprise funds [primary service to outside state government]). If applicable, provide authority for the charge.

The SIF is authorized to assess insurers benefits paid losses reimbursed from the fund in the preceding calendar year and the expenses of administration less other income (39-71-915, MCA).

In FY 1998, the SIF ceased operating on a reserve basis and began to pay benefits on a "pay-as-you-go" basis. Subsequently, the retained earnings of the fund were distributed back to the insurance companies that had contributed to the fund. This was a one-time transfer to reduce the retained earnings balance to an operating level adequate to temporarily pay claims that are reimbursed by the insurance companies. (See SB 375, L. 1997, for further explanation)

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number 06051	Fund Name Montana Career Information System	Agency Number 6602	Agency Name Department of Labor & Industry	Program Name Job Service
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Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	16,550	37,308	35,387	(12)	6,377	26,353	26,353	26,353
Increases								
Fee Revenue	134,691	111,213	130,810	132,764	135,686	180,501	143,717	144,570
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	6,787	21,160	22	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Increases	141,478	132,373	130,832	132,764	135,686	180,501	143,717	144,570
(Decreases)								
Personal Services	63,084	65,262	63,144	72,105	49,671	64,404	80,720	81,683
Operations	57,636	69,032	92,027	50,520	66,048	116,097	62,997	62,887
Transfers Out	-	-	769	3,750	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	-	-	-	-	-	-	-	-
Total Decreases	120,720	134,294	155,940	126,375	115,719	180,501	143,717	144,570
Adjustments to Beginning Retained Earnings	-	-	(10,291)	-	9	-	-	-
Ending Retained Earnings	37,308	35,387	(12)	6,377	26,353	26,353	26,353	26,353
Total Contributed Capital	-	-	-	-	-	-	-	-
Total Fund Equity	37,308	35,387	(12)	6,377	26,353	26,353	26,353	26,353
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	20,120	22,382	25,862	20,438	19,287	30,084	23,953	24,095

Agency Charges (Provided as Information Only for both types of funds -- i.e. the Internal Service Funds [primary service to agencies within state government] and to Enterprise funds [primary service to outside state government]). If applicable, provide authority for the charge.

The Montana Career Information System (MCIS) is funded by user fees for software and licensing. High schools with enrollments over 200, all postsecondary schools, and all agencies and businesses are charged \$1150 per year. Smaller high schools are charged \$575-977 depending on enrollment, and school districts are charged \$2000 per year. Software for MacIntosh computers is an additional \$200, and additional licensing for a middle school, if the high school has MCIS, is \$200 per year.

The inconsistency that appears in the total expenditures in this fund are due to a bi-annual conference hosted by MCIS. The conference was held in FY 1997 and FY 1999. It will be held in FY 2001 and annually after that. The conference is related to the MCIS program, but expenditures and revenues might not be recorded in this enterprise fund in the future. Another event that skewed the expenditures in FY 1998 was the move of Research and Analysis Bureau from the Steamboat Block to the Old Board of Health Building. The combination of moving expenses and the replacement of some furniture during the move forced total expenditures up for FY 1998.

Report on Internal Service & Enterprise Funds, 2003 Biennium

Fund Number	Fund Name	Agency Number	Agency Name	Program Name
06546 / 06547 / 06562 / 06551	Commissioner's Office/ CSD / Dir Charge / Rent / Spec Proj	6602	Department of Labor & Industry	CSD

Fund Balance Information

	FY96	FY97	FY98	FY99	FY00	Estimated FY01	Estimated FY02	Estimated FY03
Beginning Retained Earnings	441,681	406,194	448,158	343,935	347,425	423,178	423,178	423,178
Increases								
Fee Revenue	560,719	727,189	756,952	825,794	930,318	1,804,449	1,880,742	1,890,570
Investment Earnings	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Miscellaneous, operating	37,547	35,679	14,805	9,424	918,705	-	-	-
Miscellaneous, other	950,002	977,115	856,803	859,868	316	-	-	-
Total Increases	1,548,268	1,739,983	1,628,560	1,695,086	1,849,339	1,804,449	1,880,742	1,890,570
(Decreases)								
Personal Services	1,249,572	1,333,326	1,215,055	1,303,700	1,181,440	1,361,038	1,373,211	1,379,432
Operations	351,865	369,503	419,036	389,111	504,350	443,411	507,531	511,138
Transfers Out	-	-	-	-	-	-	-	-
Miscellaneous, operating	-	-	-	-	-	-	-	-
Miscellaneous, other	1,409	-	687	-	-	-	-	-
Total Decreases	1,602,846	1,702,829	1,634,778	1,692,811	1,685,790	1,804,449	1,880,742	1,890,570
Adjustments to Beginning Retained Earnings	19,091	4,810	(98,005)	1,215	(87,795)	-	-	-
Ending Retained Earnings	406,194	448,158	343,935	347,425	423,178	423,178	423,178	423,178
Total Contributed Capital	24,357	33,295	10,947	10,947	10,947	10,947	10,947	10,947
Total Fund Equity	430,551	481,453	354,882	358,372	434,125	434,125	434,125	434,125
Unreserved Fund Balance								
60 Days of Expenses (i.e. total of personnel services, operations, and miscellaneous operating divided by 6)	266,906	283,805	272,349	282,135	280,965	300,742	313,457	315,095

Fee/Rate Information for Legislative Action:

	-----Estimated-----							
Requested Rates for Internal Service Funds	6.75%	7.64%	7.73%	8.65%	9.60%	9.56%	9.44%	10.14%

Agency Charges (Provided as Information Only for both types of funds -- i.e. the Internal Service Funds [primary service to agencies within state government] and to Enterprise funds [primary service to outside state government]). If applicable, provide authority for the charge.

- Cost allocation plan (CAP) charges are for the centralized functions such as CSD administration, accounting, budgeting, technical services, personnel and training, legal services, and commissioner's office.

The CAP rate is determined by dividing projected personal service expenditures on FTE not supported by CAP revenue by the projected revenue needed to perform centralized services required for the agency.

- Direct charges are for services that are easily identifiable and charged directly to the beneficiary of the service. Direct charges are estimated during the budget submission process, and actual costs incurred are charges to the appropriate division/bureau.

One of the two direct charge items is the charge by Technical Services Bureau to capture and print data from the mainframe for Unemployment Insurance Division and Job Service Division. Costs are estimated during budget submission and based upon prior years' actual costs.

The other direct charge is charged by Legal Services Bureau to Job Service Division for services that are specific and agreed to in advance.

UNIFIED PREVENTION BUDGET

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ADA REPORT

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RIT TABLES

RIT TABLES

GLOSSARY

GLOSSARY OF TERMS USED IN THE EXECUTIVE BUDGET

Account – A name for one of the different kinds of accounts used in the PeopleSoft general ledger, such as expense, revenue, asset, liability, and equity.

Accrual Basis - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent. (GFOA)

Activity - Departmental efforts which contribute to the achievement of a specific set of program objectives; the smallest unit of the program budget. (GFOA)

Administrative Authorization - An administrative authorization is established to provide authority for funds transferred from another agency.

Ad Valorem Taxes - commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the tax rate. (GFOA)

Agency - Each state office or department of the executive branch, office of the judicial branch, or office of the legislative branch of state government, except for purposes of capital projects administered by the Department of Administration, for which institutions are treated as one department and university units as one system. (MCA)

Agency Mission - Agency mission statements articulate the reason for an agency's existence. Stated clearly and concisely, preferably in one sentence, most mission statements will remain constant for years. All agencies are required by substantive law to develop agency mission statements for publication in the executive budget. (PBB memo)

Agency Transfer - Direct transfer of appropriation authority from one agency to another agency. (MOM)

Allot - To divide an appropriation into amounts that may be encumbered or expended during an allotment period. (GFOA)

Annualize - Taking changes that occurred mid-year and calculating their cost for a full year, for the purpose of preparing an annual budget. (GFOA)

Appropriation - A legal authorization to incur obligations and to make expenditures for specific purposes. (GFOA)

Appropriation - Authority established by legislative action or executive order for amounts that may be disbursed from an accounting entity, program, and/or expenditure account for a particular purpose during a specific period of time.

In the College and University Business Administration (CUBA) fund structure, the first digit of the assigned five-digit appropriation number is the same as the first digit of the accounting entity code. The second digit of the appropriation number designates the fiscal year. The third digit of these CUBA appropriation numbers is alphabetic. For example, 32E01 is an appropriation number that could be assigned to fund 31xxx for FY 2002. (MOM)

Approved Long-Range Building Program Budget Amendment - Approval by the budget director of a request submitted through the Architecture and Engineering Division of the Department of Administration to transfer excess funds appropriated to a capital project within an agency to increase the appropriation of another capital project within that agency or to obtain financing to expand a project with funds that were not available for consideration by the legislature. (MCA)

Approving Authority - means

- (a) the Governor or the designated representative for executive branch agencies;
- (b) the Chief Justice of the Supreme Court or the designated representative for judicial branch agencies,
- (c) the Speaker for the House of Representatives;
- (d) the President for the Senate;
- (e) appropriate legislative committees or a designated representative for legislative branch agencies, or

GLOSSARY

- (f) the Board of Regents of Higher Education or its designated representative for the university system. (MCA)

Assessed Value - The value placed on real and other property as a basis for levying taxes. (GFOA)

Assessed Valuation - The valuation set upon real estate and certain personal property by the assessor as a basis for levying property taxes. (GFOA)

Assessment Ratio - The ratio at which the tax rate is applied to the tax base. (GFOA)

Asset - Resources owned or held by a government which have monetary value.

Attrition - A method of achieving a reduction in personnel by not refilling the positions vacated through resignation, reassignment, transfer, retirement, or means other than layoffs. (GFOA)

Authorized Positions - Employee positions which are authorized in the adopted budget and are to be filled during the year. (GFOA)

Available (Undesignated) Fund Balance - This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year. (GFOA)

Base Budget - Cost of continuing the existing levels of service in the current budget year. (GFOA); that level of funding authorized by the previous legislature. (MCA) The base budget for 2003 biennium budget development and analysis purposes is the combined level of ongoing expenditures using FY 2000 actual expenditures from authority contained in HB 2 [general appropriations act], HB 13 [pay plan], and other permanent appropriations bills. (EPP memo & MCA)

Bond - A long-term I.O.U. or promise to pay. It is a promise to repay a specified amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects and significant information technology projects in Montana. (GFOA)

Bond Refinancing - The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions. (GFOA)

Budget - A plan of financial activity for a specified period of time (fiscal year or biennium) indicating all planned revenues and expenses for the budget period. (GFOA); An annual financial plan showing projected costs and revenue over a specified time period. (GFOA) The 2003 biennium Governor's Executive Budget is at <http://www2.state.mt.us/budget/index.htm>.

Budget Amendment - Increases in authority are processed in accordance with Title 17, Chapter 7, part 4, MCA. (MOM)

Budgetary Basis - This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual. (GFOA)

Budget Calendar - The schedule of key dates that a government follows in the preparation and adoption of the budget. (GFOA) The Montana schedule is at <http://www2.state.mt.us/budget/index.htm>.

Budgetary Control - The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources. (GFOA)

Capital Assets - Assets of significant value and having a useful life of several years.

Capital Budget - The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure. (GFOA)

Capital Improvements - Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets. (GFOA)

GLOSSARY

Capital Improvements - Projects which are long-term assets such as roads, buildings, and information technology.

Capital Projects Program - A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

Capital Project - Major construction, acquisition, or renovation activities which add value to government physical assets or significantly increase their useful life. Also called capital improvements. (GFOA)

Capital Project Funds - (Fund 05XXX) - To account for resources used for the acquisition or construction of major capital facilities other than those financed by proprietary, trust, or higher education funds. (MOM)

Capital Reserve - An account used to segregate a portion of the government's equity to be used for future capital program expenditures. The amount of capital reserve is roughly equal to the government's annual equipment depreciation and an amount identified as being needed for future capital acquisition. (GFOA)

Carry-Forward (CA) - Appropriation which is established as authorized by 17-7-304, MCA. Montana University System units may establish carry-forward authority for 100 percent of the money appropriated and unexpended and unencumbered; other state agencies may utilize 30 percent for any purpose that is consistent with the goals and objective of the agency. (MOM)

Cash Basis - A basis of accounting in which transactions are recognized only when cash is increased or decreased. (GFOA)

Collective Bargaining Agreement - A legal contract between the employer and a verified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees). (GFOA)

Commodities - Expendable items that are consumable or have a short life span. Examples include office supplies, gasoline, minor equipment, and asphalt. (GFOA)

Constant or Real Dollars - The presentation of dollar amounts adjusted for inflation to reflect the real purchasing power of money as compared to a certain point in time in the past. (GFOA)

Consumer Price Index (CPI) - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation). (GFOA)

Contingency - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. (GFOA)

Continuing Appropriation - An appropriation that is valid for more than one fiscal year. (MOM)

Contractual Services - Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services. (GFOA)

Cost-of-living Adjustment (COLA) - An increase in salaries to offset the adverse effect of inflation on compensation. (GFOA)

Debt Service - The cost of paying principal and interest on borrowed money according to a predetermined payment schedule. (GFOA)

Debt Service Funds - (A/Es 04XXX) To account for resources accumulated for payment of principal and interest on most general long-term obligations (except capital leases and compensated absences). (MOM)

Decision Package - Group of changes to an agency budget, presented either as a present law adjustment or a new proposal, that focus on function rather than expenditure account. (OBPP Budget Instructions)

GLOSSARY

Dedicated Tax - A tax levied to support a specific government program or purpose. (GFOA)

Deficit - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period. (GFOA)

Department - The basic organizational unit of government which has its own mission and is functionally unique in its delivery of services. (GFOA)

Depreciation - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence. (GFOA)

Direct Transfers (ATs) - Authority for funds transferred from one state agency to another state agency pursuant to 17-8-101, 18-2-102, 18-2-105, or 90-4-607, MCA. Most ATs are zero-based grants, but the few remaining transactions are reviewed during budget development on a case-by-case basis to determine which, if either, agency should have the expenditure in its base budget. (EPP- memo)

Disbursement - The expenditure of monies from an account. (GFOA)

Efficiency Indicators - A measure of productivity and cost-effectiveness that often is expressed as a ratio of inputs to outcomes, e.g., cost per vaccination given to a child, average expenditure per pupil in elementary schools, number of miles patrolled per highway patrol officer assigned to traffic. (PBB memo)

Effectiveness measure - A criterion for measuring the degree to which the objective sought is attained.

Employee (or fringe) Benefits - Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension, medical, and life insurance plans. (GFOA)

Encumbrances - Commitments related to unperformed (executory) contracts for goods or services. (GASB)

Entitlement - Payments to which local governmental units are entitled, pursuant to an allocation formula determined by the agency providing the monies, usually the state or the federal government. (GFOA)

Enterprise Funds - Funds which account for operations that are financed and operated in a manner similar to private enterprise where the intent is to provide goods or services to the public. See proprietary funds.

Executive Branch - All administrative offices, boards, bureaus, commissions, units, instrumentalities, and agencies of the state not designated as part of either the judicial or the legislative branch of state government. (MOM)

Expenditure - The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss. (GFOA)

Expenditure Account - An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture. (GFOA)

Expense - Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest, or other charges. (GFOA)

Fiduciary Funds - Trust and agency funds (funds 07XXX - 09XXX) - To account for assets held by the state in a trustee capacity or as an agent for individuals, private organizations, other governments or other funds. These include: (a) agency funds (fund 07XXX); (b) expendable trust funds (fund 08XXX); (c) nonexpendable trust funds (funds 090XX); and (d) pension trust funds (funds 095XX). [The Department of Administration has requested a bill to conform these funds with GASB 34 which will change expendable trust funds to *private-purpose* trust funds and nonexpendable trust funds to *permanent* funds.] (MOM)

GLOSSARY

Fiscal Note –Information prepared by the budget director regarding the impact of a bill on the revenues, expenditures, or fiscal liability of the state or a county or municipality, except appropriation measures that carry their own specific dollar amounts. A fiscal note may be requested by a committee considering a bill, the sponsor through the presiding officer, or a majority of the members of the house in which the bill is to be considered at the time of second reading. A fiscal note may be revised whenever additional information is received or the bill is amended to change the impact. (Title 5, Chapter 4, part 2, MCA)

Fiscal Policy - A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding. (GFOA)

Fiscal Year - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. (GFOA)

Fiscal Year (FY) - The state fiscal year is July 1 through June 30. FY 2001 refers to the fiscal year ending June 30, 2001. The federal fiscal year (FFY) is October 1 through September 30.

Fixed Assets - Assets of a relatively permanent nature with a useful life of more than one year whose identity does not change with use. State agencies are required to capitalize fixed assets if the unit cost is \$5,000 or more.

Full Faith and Credit - A pledge of a government's taxing power to repay debt obligations. (GFOA)

Full-time Equivalent Position (FTE) - A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time typist working for 20 hours per week would be the equivalent to 0.50 of a full-time position. (GFOA/MCA)

Function - A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety). (GFOA/MCA)

Function - A duty, power, or general area of activity assigned to an agency. (MOM)

Fund - An independent financial entity with a self-balancing set of accounts provided to record assets or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of maintaining a record of specific governmental activities or as a management tool to ensure that certain objectives are in accordance with specific statutes, regulations, policies, restrictions, or limitations. A fund is designated with a unique five-digit number with the second digit indicating fund type. For example 02345 would be state special revenue, 03345 would be federal special revenue, 05345 would be capital projects, and 06345 would be proprietary. (MOM)

Fund - A fiscal entity with revenues and expenses that are segregated for the purpose of carrying out a specific purpose or activity. (GFOA)

Fund Balance - The difference between governmental fund assets and liabilities, also referred to as fund equity. (GASB)

GAAP - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles. Montana statutes require conformity to GAAP. (GFOA)

General Fund - (A/E 01100) - To account for all governmental financial resources except those required to be accounted for in another fund. (MOM)

Goal - A general end toward which an agency directs its efforts. Goals represent the highest, yet realistically achievable aspirations for a program of state government. (PBB memo)

Grants - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee. (GFOA)

GLOSSARY

Hourly - An employee who fills a temporary or short-term position. Such employees provide contingency staffing for government operations during peak workloads or address temporary staffing needs. Hourly employees are paid on a per-hour basis, and receive limited benefits. (GFOA)

HB 576 – A bill enacted by the 1995 Legislature to eliminate the requirement that most proprietary funds be appropriated. Previous to 1995, funding related to certain services was double appropriated in HB 2: once in the program paying the fees and charges, and again in the program providing the service.

Indirect Cost - A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service. (GFOA)

Infrastructure - The physical assets of a government (e.g., public buildings, utilities, roads, parks). (GFOA)

Interfund Transfers - The movement of monies between funds of the same governmental entity. (GFOA)

Intergovernmental Revenue - Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes. (GFOA)

Internal Service Charges - The charges to user departments for internal services provided by another government agency, such as data processing. (GFOA)

Internal Service Funds – Funds which account for the financing of goods or services provided by one agency to other agencies of state government. See

Legislative Appropriation - There are three types of legislative appropriations as follows below. (MOM)

Legislative Appropriation (LA) – “Language Appropriation” contained in a bill for a non-specific, but limited dollar amount. For example, authority to accept and expend funds received for a particular purpose up to a maximum amount.

Legislative Appropriation (HB) – “House Bill” appropriation(s) for a specific dollar amount and specific purpose(s) contained in a House appropriation bill.

Legislative Appropriation (SB) – “Senate Bill” appropriation(s) for a specific dollar amount and specific purpose(s) contained in a Senate appropriation bill.

LRBP Budget Amendment (BA) - Approval by the Budget Director of a request submitted through the Architecture and Engineering Division of the Department of Administration to transfer excess funds appropriated for a capital project within an agency to increase the appropriation of another capital project within that agency or to obtain financing to expand a project with funds that were not available for consideration by the legislature. (MOM)

Levy - To impose taxes for the support of government activities. (GFOA)

Line-item - A portion of a program budget that is segregated to focus on what is to be bought. (GFOA)

Long-term Debt - Debt with a maturity of more than one year after the date of issuance. (GFOA)

Materials and Supplies - Expendable materials, operating supplies, and minor equipment including personal computers less than \$5,000 necessary to conduct departmental operations. (GFOA)

MBARS - Montana Budget Analysis and Reporting System that provides all state agencies with one computerized system for budget development, maintenance and tracking. (MBARS Instruction Manual)

Mill - The property tax rate that is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 of assessed property valuation. (GFOA)

GLOSSARY

Modified Accrual Basis - A basis of accounting in which revenues/additions are recognized in the accounting period in which they become susceptible to accrual, when they become both measurable and available. Available means collectible within the current period, or soon enough thereafter to be used to pay liabilities of the current period. Expenditures/deductions are recognized when the related liability is incurred, with certain exceptions. (MOM)

MT PRRIME - Montana project to reengineer the revenue and information management environment was the name of the bond authority used to create the state accounting, budgeting and human resources system (SABHRS) and the Department of Revenue revenue processing center.

Necessary - Essential to the public welfare and of a nature that cannot wait until the next legislative session for legislative consideration. (Schenck memo - MCA)

New Proposals - Requests to provide new nonmandated services, to change program services, to eliminate existing services, or to change sources of funding. All Governor's budget initiatives are contained in new proposals. (EPP - memo)

Nominal Dollars - The presentation of dollar amounts not adjusted for inflation. Adjusting for inflation would be done to reflect the real purchasing power of money today. (GFOA)

Non-Discretionary - An absolutely essential expenditure request required to maintain services and functions and to meet statutory requirements. (EPP - memo)

Objective - Clear targets for specific action and the quantified results of that action that are achievable, measurable and time limited. (PBB memo)

Objectives - Certain accomplishments a department intends to achieve during the fiscal year. (GFOA)

Obligations - Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid. (GFOA)

Operating Expenses - The cost for personnel, materials and equipment required for a department to function. (GFOA)

Operating Revenue - Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for the day-to-day services. (GFOA)

OBPP Approving Authority - The Governor and/or OBPP when designated are the approving authority for all changes in appropriations and operating budget for the following agencies: Governor's Office, Office of the Secretary of State, Commissioner of Political Practices, Office of the State Auditor, Office of Public Instruction, Department of Justice, Public Service Regulation, Board of Public Education, School for the Deaf and Blind, Montana Arts Council, State Library Commission, Montana Historical Society, Department of Administration, Department of Agriculture, Department of Corrections, Department of Commerce, Department of Labor and Industry, Department of Military Affairs, Department of Public Health and Human Services. (MOM)

One-Time-Only Appropriations - (OTOs) Refers to funding authorized by the previous legislature which was assigned a separate appropriations number by the OBPP due to a statement of legislative intent that a specific amount of the funding/FTE was not to be included in the base budget for the next biennium. (EPP - memo)

Operating Budget Change - Moves authority from one first-level expenditure category to another within the same program without an increase or decrease in the total appropriation level for the program from this source of authority. (MOM)

Operating Expenditures - Generally, all expenditures that do not meet the personal services and capital outlay classification criteria. These expenditures include, but are not limited to, professional services, supplies, insurance, etc. (GFOA)

GLOSSARY

Oracle - Database and application development software vendor offering a variety of application development tools and a major promoter of the network computer. (The Computer Glossary)

Outcome Indicators - A way to measure results and assess program impact and effectiveness. Outcome indicators are the most important performance measures because they show whether or not expected results are being achieved, e.g., reduction in the incidence of communicable disease, percentage change in toxic air, high school graduation rate and ACT scores. (PBB memo)

Output Indicator - A unit of work accomplished or number of customers served, e.g., number of permits issued, number of miles of roads resurfaced, number of vaccinations given to children. Output indicators focus on the level of activity in providing the service. (PBB memo)

Pay-as-you-go Basis - A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing. (GFOA)

Performance Budget - A budget wherein expenditures are based primarily upon measurable performance of activities and work programs. (GFOA)

Performance Measures - Specific quantitative and qualitative measures of work performed, with respect to program goals and objectives, for which data formerly was collected and reported semi-annually. (PBB memo)

Performance Targets - Specific level of performance to be attained within the fiscal year or biennium. (PBB memo)

Personal Services - Expenditures for salaries, wages, and fringe benefits of government employees. Fringe benefits include FICA, Public Employees' Retirement System, hospital and medical insurance, life insurance, workers compensation, and, if applicable, clothing allowance, education assistance, and other personal services. (GFOA)

Present Law Base - That additional level of funding needed under present law to maintain operations and services at the level authorized by the previous legislature, including but not limited to:

- (i) changes resulting from legally-mandated workload, caseload, or enrollment increases or decreases;
- (ii) changes in funding requirements resulting from constitutional or statutory schedules or formulas;
- (iii) inflationary or deflationary adjustments; and
- (iv) elimination of nonrecurring appropriations. (EPP memo)

Prior-Year Encumbrances - Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated. (GFOA)

Program - A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible. (GFOA)

Program - A grouping of functions or objectives that provides the basis for legislative review of agency activities for appropriations and accountability purposes. (MOM)

Program - As used in (this act) "program" has the same meaning as defined in 17-7-102, is consistent with the management and accountability structure established on the state accounting, budgeting and human resources system (SABHRS), and is identified as a major subdivision of an agency ordinarily numbered with an Arabic numeral. (HB 2, Section 5 and MOM)

Program Budget - A budget which allocates money to the functions or activities of a government rather than to specific items of cost or to specific departments. (GFOA)

GLOSSARY

Program Goals - The general ends toward which agencies direct their efforts. A goal addresses issues by stating policy intention. Goals may be qualitative and/or quantifiable, but are not expressed in quantified terms. The order in which goals are expressed reflects the agency's priorities for use of program resources. Goals are not time-limited. Goals represent the highest, yet realistically achievable, aspirations for a program. (PBB memo)

Program Objectives - Clear targets for specific action and the quantified results or impacts of that action. Objectives have shorter time frames than goals and generally state quantity. An objective is achievable, measurable, time-limited and sets the direction for strategies and work plans. There usually are multiple objectives for each program goal. All agencies are required by substantive law to develop program objectives for submission with the executive budget. (PBB memo)

Program Performance Budget - A method of budgeting whereby the services provided are broken down in identifiable units which have measurable objectives and performance targets

Program Revenue (Income) - Revenues earned by a program, including fees for services, license and permit fees, and fines. (GFOA)

Program Size - The magnitude of a program, such as the size of clientele served or the volume of service in relation to the population or area. (Schenck memo - MCA)

Program Size Indicator - A measure to indicate the magnitude of a program. (Schenck memo - MCA)

Program Transfer - Transfer of appropriation authority between programs without an overall appropriation increase, in accordance with 17-7-139, MCA.

Proprietary Funds -

Enterprise Funds - (Fund 060XX) - To account for operations (a) financed and operated similar to private business enterprises, where the intent of the legislature is that costs are to be financed or recovered primarily through user charges; or (b) where the legislature has decided that periodic determination of revenues earned, expenses incurred, or net income is appropriate.

Internal Service Funds - (Fund 065XX) - To account for the financing of goods and services provided by one department or agency to other departments, agencies, or other governmental entities on a cost-reimbursement basis.

Purpose - A broad statement of the goals, in terms of meeting public service needs, that a department is organized to meet. (GFOA)

Reorganization - Agency-initiated transfer of function(s) from one program to another program or transfer of 5.00 FTE or more from one program to another; or legislature-initiated transfer of any FTE, appropriations, property or other items pursuant to passage and approval of a bill. The Governor is the final arbiter in executive branch reorganization in accordance with 2-15-132, MCA. (MOM)

Requesting Agency - The agency of state government that has requested a specific budget or a budget amendment. (Schenck - memo MCA)

Reporting Levels - Sixteen-digit numbers used to establish a tree structure grouped into seven different levels. Reporting level 4 (RL4) is the analytical level at which agencies submit budgets and both the OBPP and LFD analyze, adjust and maintain approved data. (EPP memo)

Reserve - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose. (GFOA)

Reserve - A portion of a fund that is restricted for a specific purpose and not available for appropriation. (GFOA)

GLOSSARY

Reserve for Construction - Funds that are set aside for emergency and unanticipated needs. The amount budgeted is appropriated in the applicable fund(s). (GFOA)

Resolution - A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute. (GFOA)

Resources - Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances. (GFOA)

Revenue - Sources of income financing the operations of government. (GFOA)

SABHRS – The new PeopleSoft state accounting, budgeting, and human resources system that also includes asset management. SABHRS replaces three outdated, major legacy systems: SBAS, PPP and PAMS.

Server - A high-speed computer in a Local Area Network (LAN) that stores the programs and data files shared by users on the network. ([The Computer Glossary](#))

Service Lease - A lease under which the leaser maintains and services the asset. (GFOA)

Short Title - A descriptive term used to describe a particular bill, for example the general appropriations bill may be cited as the “Budget Act”. The short title created by the Legislative Services Division is also used by the Office of Budget and Program Planning on each fiscal note for cross reference to the LAWS 2001.

Site-based Budgeting - A decentralized budget process whereby budget preparation and development are based on program and/or regional sites. (GFOA)

Sixty Days of Expenses - Used at the bottom of the report forms on internal service and enterprise funds to show the total of personal services, operations, and miscellaneous operating divided by 6 because 60 days is the standard allowed. Exceptions require state and/or federal authorization.

Source of Revenue - Revenues are classified according to their source or point of origin. (GFOA)

Special Revenue Funds - (Funds 02XXX - 03XXX) - To account for the proceeds of specific revenue sources restricted to expenditures for specified purposes (other than expendable trusts or major capital projects).

Statutory Appropriation - (SA) An appropriation specified in 17-7-502, MCA. In addition, the statute(s) must specifically state that a statutory appropriation is made. (MOM)

Subclass – An identification system regarding the source of appropriation authority. The subclass is a 5-byte field where the first three bytes indicate the agency program, the fourth byte indicates the source of authority, and the fifth byte is assigned by the agency.

Supplemental Appropriation - An additional appropriation made by the governing body after the budget year or biennium has started. (GFOA)

Supplemental Appropriation (SP) - There are two types of supplemental appropriations to increase spending authority for a fiscal year: A transaction in an even-numbered year which transfers spending authority from the second year of the biennium to the first year; and an appropriation passed and approved in a house bill to provide authority for the odd-numbered fiscal year ending the current biennium. (MOM)

Tax Levy - The resultant product when the tax rate per one hundred dollars is multiplied by the tax base. (GFOA)

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments. (GFOA)

GLOSSARY

Transfers - All interfund transactions except loans or advances, quasi-external transactions, and reimbursements. (GFOA)

Transfers In/Out - Amounts transferred from one fund to another to assist in financing the services for the recipient fund. (GFOA)

Unencumbered Balance - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes. (GFOA)

Unreserved Fund Balance - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation. (GFOA)

University System Unit - The Board of Regents; Office of the Commissioner of Higher Education; University of Montana with campuses at Missoula, Butte, Dillon and Helena; Montana State University with campuses at Bozeman, Billings, Havre and Great Falls; the Agricultural Experiment Station with central offices at Bozeman; the Forest and Conservation Experiment Station with central offices at Missoula; the Bureau of Mines and Geology with central offices at Butte; the Fire Services Training School at Great Falls; and the Community Colleges at Miles City, Glendive, and Kalispell. (MOM, MCA)

User Charges - The payment of a fee for direct receipt of a public service by the party who benefits from the service. (GFOA)

Variable Cost - A cost that increases/decreases with increases/decreases in the amount of service provided, such as the payment of a salary. (GFOA)

Working Capital - The amount of cash remaining if all of the current assets were converted to cash at their book value and all of the current liabilities paid at their book value.

Working Cash - Excess of readily-available assets over current liabilities. Or cash on hand equivalents that may be used to satisfy cash flow needs. (GFOA)

Workload Indicator - A unit of work to be done, e.g., number of permit applications received, the number of households receiving refuse collection service, or the number of burglaries to be investigated. (GFOA)

Work Years - The amount of personnel resources required for a program expressed in terms of the "full-time equivalent" number of employees. One "work year" is equal to one full-time, year round employee. For most categories, this equals 2,080 hours per year (40 hours per week times 52 weeks). The number of hours a part-time employee is budgeted to work during the year is divided by 2,080 to arrive at the equivalent number of "work years" for the position.

Key: GASB = Governmental Accounting Standards Board
 GFOA = Governmental Finance Officers Association
 MCA = Montana Codes Annotated
 MOM = Montana Operations Manual
 Schenck Memo = Report from the state Legislative Fiscal Analyst to the
 Legislative Finance Committee

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